

Document 4: IQA Document Compilation Specifications

Document No.: IAPUC/GOV/DOC-2026-001

Version: 1.0

Effective Date: To be officially released

Formulating Institution: Council of the International Association of Private Universities and Colleges (IAPUC)

Applicable Objects: All personnel involved in the compilation, revision, review, approval and release of IAPUC and IQA institutional documents

Preface

A complete institutional system requires not only rigorous and comprehensive content, but also standardized and unified formatting. Rules for document numbering, rigorous version control, consistent terminology, and unified layout and typesetting — these seemingly technical details directly affect the authority, retrievability and long-term maintainability of the institutional system. As the IAPUC-IQA institutional system has expanded to dozens of documents, the establishment of unified document compilation specifications has become an inevitable requirement to ensure the standardization, consistency and traceability of the institutional system.

These Specifications are formulated to provide standardized technical guidelines for the compilation, numbering, version management and formatting presentation of all institutional documents under the IAPUC and IQA certification system. Designed in accordance with the principles of clarity, practicality and logical consistency, these Specifications systematically organize existing rules and set forward-looking provisions on the basis of inheriting the current document numbering system, ensuring that all newly added documents can be orderly incorporated into the overall system in the future.

These Specifications are aligned with the *IAPUC-IQA Visual Identity System (VIS) Complete Manual* in terms of layout and fonts, and consistent with the *IQA Certification Archives and Data Retention Management Detailed Rules* in terms of document archiving and retention. IAPUC expects all document compilers to produce standardized, clearly versioned and long-term maintainable institutional documents under the guidance of these Specifications.

Chapter One General Provisions

Article 1 Purposes and Basis

These Specifications are formulated for the following purposes:

- (1) To establish a unified numbering system for IAPUC and IQA institutional documents to ensure document identifiability, retrievability and systematization;
- (2) To formulate standard rules for version management to enable clear traceability of document revision history;
- (3) To unify document compilation formats, structural elements and visual presentation, so as to guarantee the overall standardization and professionalism of the institutional system;
- (4) To standardize the procedures for document drafting, review, approval, release and abolition.

These Specifications are formulated in accordance with:

The font and layout provisions stipulated in the *IAPUC-IQA Visual Identity System (VIS) Complete Manual*;

The document archiving and retention provisions stipulated in the *IQA Certification Archives and Data Retention Management Detailed Rules*;

Relevant ISO guidelines for document management.

Article 2 Scope of Application

These Specifications apply to all institutional documents of the IAPUC association and the IQA certification system, including but not limited to:

- (1) Association articles of association and amendments;
- (2) Core manuals such as certification manuals and academic quality standard manuals;
- (3) Procedural documents such as certification process specifications and operation manuals;
- (4) Various administrative measures, detailed implementation rules and regulations;
- (5) Certification standards and supplementary criteria;
- (6) Guidelines, guidance documents and compilation instructions;
- (7) Other official normative documents approved by the Council or the Quality Certification Committee.

For documents released prior to the entry into force of these Specifications, their existing numbers and formats may remain valid. Substantial revisions to such documents shall be updated in accordance with the numbering system and formatting requirements stipulated herein.

Article 3 Basic Principles

Principle	Core Connotation
Unique Identification	Each officially released institutional document is assigned a unique document number, which remains unchanged throughout the document lifecycle once issued.
Traceable Version	Each revision shall be accompanied by an updated version number and recorded revision history, enabling all users to trace the latest version and historical changes of the document.
Unified Format	All institutional documents shall comply with the unified standards specified herein for covers, headers and footers, title hierarchy, main text formatting and appendices.
Consistent Terminology	Key terms in documents shall adopt the standard glossary in the appendix of these Specifications or be clearly defined within the document.

Chapter Two Document Hierarchy and Types

Article 4 Document Hierarchy

IAPUC institutional documents are divided into four levels by legal validity:

Hierarchy	Name	Description	Typical Examples
Level 1	Articles of Association	Fundamental association documents stipulating basic governance structures and core principles, approved by the General Assembly of Members	<i>Articles of Association of the International Association of Private Universities and Colleges</i>
Level 2	Manual / Policy / Guideline	Overarching and programmatic provisions for	<i>IAPUC-IQA Certification Manual, IAPUC</i>

		specific fields, approved by the Council	<i>Strategic Development Plan</i>
Level 3	Process / Standard / Specification	Procedural or standard provisions for specific activities, approved by the Council or authorized committees	<i>IAPUC-IQA Certification Process Specifications, IQA Peer Review Expert Selection and Code of Conduct</i>
Level 4	Guideline / Guide / Detailed Rules / Administrative Measures	Refined, supplementary or operational interpretations of Level 3 documents, generally for reference or specific management purposes, approved by the Quality Certification Committee	<i>IQA Self-Evaluation Report Compilation Guide, IQA Detailed Rules for the Implementation of Certification Application Fees, Certification Fees, Annual Fees and On-site Inspection Fees</i>

Article 5 Document Types and Codes

Type Code	Document Type	Description
CON	Constitution / Articles of Association	Fundamental governing documents of the Association
MAN	Manual	Comprehensive and systematic compilation of normative documents
POL	Policy / Guideline	Guiding principles or policy statements for specific

		fields
STD	Standard	Certification standards or supplementary standards
PRO	Process / Procedure	Procedural provisions for activity workflows
REG	Administrative Measures / Regulations	Management provisions targeting specific personnel or matters
RUL	Detailed Rules / Regulations	Refined operational rules for superior documents
GUI	Guideline / Guide	Referential guidance documents with examples, templates and best practices
SPE	Specification	Normative requirements for specific behaviors (e.g., codes of conduct)
REP	Report	Non-normative documents such as annual reports and evaluation reports
TEM	Template	Applicable forms and formatting templates

Chapter Three Document Numbering System

Article 6 Numbering Structure

All IAPUC institutional documents adopt a unified numbering structure as follows:

Institution Code / Functional Domain Code / [Sub-domain Code /] Document Type Code – Year – Serial Number

Component explanations:

Institution Code: Fixed as IAPUC;

Functional Domain Code: 2–3 letters representing the functional field to which the document belongs (see Article 7 for details);

Sub-domain Code (Optional): 2–4 letters representing subdivided fields within a functional domain; may be omitted if no subdivision is required;

Document Type Code: Type codes defined in Article 5;

Year: Four-digit number indicating the initial effective year or the approval year of the current revised version;

Serial Number: Three-digit number starting from 001, numbered sequentially by document release order within each category.

Example: **IAPUC/IQA/MAN-2026-001** refers to a manual-type document under the IQA functional domain of IAPUC, effective in 2026 with the serial number 001.

Article 7 Functional Domain Codes

Code	Functional Domain	Description
GOV	Governance	Articles of association, procedural rules, relational codes, etc.
IQA	Internal Quality Accreditation	Certification manuals, standards, processes, supporting administrative measures, etc.
STR	Strategy	Strategic planning documents
MEM	Membership	Membership standards, fee regulations, etc.
HR	Human Resources	Staff manuals, personnel systems, etc.
FIN	Finance	Financial systems, fee detailed rules, etc.
PR	Public Relations	Media communication and brand promotion
VIS	Visual Identity	VIS manuals
AI	Artificial Intelligence	AI-related guidelines (may be included as an IQA

		sub-domain or set independently)
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Sub-domain codes are extended from their parent functional domain codes. For example, the fee sub-domain under IQA is coded FEE, with a full numbering example: **IAPUC/IQA/FEE/RUL-2026-001**.

Article 8 Numbering Assignment and Management

(1) During project initiation and drafting of new documents, the compiling department shall apply to the IQA Office (or the department designated by the Secretary-General) for a document number. The IQA Office shall approve and assign a unique number in accordance with these Specifications.

(2) Once assigned, a document number shall remain valid throughout the document's lifecycle. Document revisions shall not alter the original number, but shall update the year or version number.

(3) Numbers of abolished documents shall not be reassigned to any other documents.

Article 9 Handling of Existing Document Numbers

Existing numbers of documents released prior to the entry into force of these Specifications shall remain valid and shall be gradually transitioned to the numbering system herein during revisions. Full revisions shall adopt the new standard numbering system.

Chapter Four Version Management

Article 10 Version Number Format

Document version numbers adopt the format **V<Major Version Number>.<Minor Version Number>** (e.g., V1.0, V2.1).

Major Version Number: Incremented by 1 with the minor version number reset to zero in the event of substantial and major document revisions (e.g., changes to certification standards, major process adjustments, structural reorganization of documents).

Minor Version Number: Incremented by 1 for minor corrections, errata clarifications or non-substantial supplements (e.g., typo corrections, contact information updates, appendix additions).

Article 11 Revision History

Each document shall include a **Revision History** page recording all revisions since initial release, generally placed immediately after the cover page.

The revision history shall include the following fields:

Version	Revision Date	Revision Description	Revisor
V1.0	May 2026	Initial Release	IAPUC Quality Certification Committee
V1.1	March 2027	Corrected typographical errors in Clause 3.2	IQA Office

Article 12 Document Status Identification

The current status of each document shall be marked on the cover or header:

Draft: The document is in the solicitation stage and has not been formally approved.

Officially Released: The document has been approved and effective in accordance with prescribed procedures.

Abolished: The document is no longer valid and is retained only for archival reference.

Chapter Five Document Format Specifications

Article 13 Page Setup

Paper Size: A4 (210mm×297mm)

Margins: Top 2.5cm, Bottom 2.5cm, Left 2.8cm, Right 2.5cm

Article 14 Cover Page

All officially released documents shall be equipped with a cover page containing the following elements:

Association Logo (centered at the top of the page, width 40–50mm);

Full document name (Chinese and English);

Document Number;

Version Number;

Effective Date;

Formulating Institution Name;

Approval Signature Block (optional; mandatory for Council-approved documents).

Article 15 Headers and Footers

Header: Left-aligned document number, right-aligned version number, separated by a 5pt thin line;

Footer: Centered page number in the format **Page X / Total Y Pages**.

Article 16 Title and Main Text Formatting

Chapter Title (H1): Font compliant with VIS H1 standards, 16–18pt, dark blue (#003153), bold, left-aligned;

Section Title (H2): 13–14pt, dark blue, bold;

Clause Title (H3): 12pt, dark blue, bold;

Main Text: 10–12pt, ink black (#1A1A1A), line spacing 1.3–1.5 times;

Tables: 9–10pt bold font for table headers, 9–10pt for table content with concise table lines. Table numbers are sequentially numbered by chapter (e.g., Table 2-3).

Article 17 Terminology and Citations

Important terms shall be defined upon first appearance or cross-referenced to the standard glossary. All documents shall follow the standard glossary in Appendix B herein to ensure consistency.

Citation of other documents shall adopt the official document number or full name to guarantee accuracy.

Article 18 Appendices

Appendices are placed at the end of documents and numbered alphabetically (Appendix A, Appendix B, etc.). Appendices may contain supporting materials such as tables, templates and charts, with formatting consistent with the main text.

Chapter Six Document Compilation, Approval and Release

Article 19 Compilation and Review

(1) The responsible department (e.g., Quality Certification Committee Standard Working Group, Council Working Group) shall appoint drafters to complete the first draft of documents.

(2) Upon completion, the first draft shall undergo internal preliminary review to ensure complete, accurate and non-conflicting content.

(3) Cross-departmental or cross-committee documents shall be jointly reviewed by relevant departments or committees coordinated by the Secretary-General. All review comments shall be fully recorded.

Article 20 Approval

(1) Level 1 documents (Articles of Association) are approved by the General Assembly of Members; Level 2 documents are approved by the Council; Level 3 and Level 4 documents are approved by the authorized institutions specified in respective specifications.

(2) Approving institutions shall examine both the substantive content and format compliance with these Specifications.

Article 21 Release and Archiving

(1) Approved documents shall be released internally by the Secretary-General or authorized institutions. Public documents shall be published on the official website. Final proofreading and typesetting shall be completed prior to official release.

(2) After release, the official signed version shall be archived and retained by the IQA Office in accordance with the *IQA Certification Archives and Data Retention Management Detailed Rules*.

Article 22 Regular Review and Abolition of Documents

(1) All institutional documents shall undergo at least one adaptability review every three years from the release date.

(2) Inapplicable documents shall be proposed for abolition by the original formulating institution and abolished upon approval via the original approval procedures. Abolished documents shall be marked as "Abolished" in the archive system for retention and reference only, removed from regular document retrieval lists, and cease to have normative validity.

Chapter Seven Supplementary Provisions

Article 23 Relationship with Other Normative Documents

These Specifications, together with the *IAPUC-IQA Visual Identity System (VIS) Complete Manual* and the *IQA Certification Archives and Data Retention Management Detailed Rules*, constitute the basic norms for document management.

Article 24 Interpretation and Revision

(1) These Specifications shall be interpreted by the IAPUC Council.

(2) Revisions to these Specifications shall be subject to Council approval.

Article 25 Entry into Force

These Specifications shall come into force officially upon approval by the IAPUC Council.

Appendix A: Document Cover Template

[Association Logo]
Document Name
(English Name)
Document No.: IAPUC/XXXXXX/XXX-20XX-XXX
Version: V1.0
Effective Date: XX/XX/20XX
Formulating Institution: XXXXXXXXX

Appendix B: Standard Glossary (Partial)

Term	English	Standard Definition
认证	Accreditation	Formal recognition of an institution's quality assurance system under the IAPUC-IQA framework
自评报告	Self-Evaluation Report (SER)	Self-assessment documents compiled by institutions in accordance with certification standards
同行评审小组	Peer Review Team (PRT)	Expert team responsible for conducting reviews of certified institutions
质量代表	Quality Representative	Designated liaison of certified institutions responsible for certification affairs
学习成效保障	Assurance of Learning (AoL)	A systematic mechanism for evaluating and

		improving student learning outcomes
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(The complete glossary is included in the appendices of core manuals)

Document Approval

Role	Name / Position	Date
Compiled by	IAPUC Council Document Standard Working Group	May 2026
Reviewed by	IAPUC Council	Pending
Approved by	IAPUC Council	Pending

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