



IMPLEMENTATION MEASURES FOR POLICY DEVELOPMENT AND REVISION PROCEDURES

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Related Documents:

- IAPUC Bylaws (IAPUC/GOV/2025-001, Version 1.2.3)
- IQA Document Preparation Specification (IAPUC/GOV/DOC-2025-001, Version 1.1.0)
- IAPUC Board of Directors and Standing Committees Rules of Procedure (IAPUC/GOV/2025-002, Version 1.0.2)
- IAPUC Strategic Development Plan 2026–2031 (IAPUC/GOV/2025-003, Version 1.0.0)
- Code of Conduct and Conflict of Interest Policy for Board Members (IAPUC/GOV/ETH/2025-001, Version 1.0.0)
- Disciplinary Procedures for Members (IAPUC/APP/DIS/2025-001, Version 1.0.0)
- Whistleblower Protection Policy (IAPUC/ETH/WBP/2025-001, Version 1.0.0)
- IQA Certification Appeal, Complaint and Dispute Resolution Regulations (IAPUC/APP/COM/2025-001, Version 1.0.2)

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Distribution List

- IAPUC Board of Directors (all members)
- Accreditation Decision Committee (ADC)
- IAPUC Secretariat
- All IAPUC Members (for information)
- IAPUC Standing Committees
- IAPUC Legal Counsel

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Preamble

The International Association of Private Universities and Colleges (IAPUC) is

committed to maintaining a comprehensive, coherent, and up- to- date body of policies, regulations, and procedural documents that govern its operations, membership, and quality assurance activities. A robust policy framework is essential to:

- Ensure consistency and fairness in decision- making;
- Provide clear guidance to staff, members, and stakeholders;
- Maintain accountability and transparency;
- Support the effective implementation of IAPUC’s mission and strategic objectives;
- Comply with applicable legal and regulatory requirements.

The *Implementation Measures for Policy Development and Revision Procedures* (the “Measures”) establish the systematic process by which IAPUC policies are initiated, drafted, consulted upon, approved, published, reviewed, and revised or retired. These Measures ensure that all policies are developed with appropriate rigour, stakeholder input, and quality assurance, and that they remain current and effective over time.

These Measures are adopted pursuant to Article [X] of the IAPUC Bylaws and shall be read in conjunction with the *IQA Document Preparation Specification* (IAPUC/GOV/DOC-2025-001), which governs the technical aspects of document formatting, numbering, and version control.

Part I: General Provisions

Article 1: Purpose and Scope

1.1 These Measures establish the procedures for the development, approval, publication, review, revision, and retirement of all IAPUC policies, regulations, standards, and procedural documents (collectively, “Policies”) that form part of the IAPUC normative framework.

1.2 These Measures apply to all Policies issued by IAPUC, including but not limited to:

- Governance documents (e.g., Bylaws, Rules of Procedure);
- Membership standards and eligibility criteria;
- Accreditation and quality assurance standards and procedures;
- Ethics and conduct policies;
- Financial and administrative regulations;
- Operational guidelines and manuals.

1.3 These Measures do not apply to:

- Internal working documents, memos, or correspondence;
- Documents that are purely informational or advisory in nature;
- Documents issued by individual departments for internal operational purposes, unless they are intended to have binding effect on members or external stakeholders.

Article 2: Definitions

For the purposes of these Measures:

2.1 **“Policy”** means any formally adopted normative document that establishes rules, standards, or procedures binding on IAPUC, its members, or other stakeholders.

2.2 **“Policy Owner”** means the IAPUC office, committee, or individual responsible for initiating, maintaining, and reviewing a particular Policy.

2.3 **“Policy Sponsor”** means the Board member, Committee Chair, or senior officer who champions a Policy through the approval process.

2.4 **“Stakeholder Consultation”** means the process of seeking input from affected or interested parties on a proposed Policy or Policy revision.

2.5 **“Effective Date”** means the date on which a Policy comes into force.

2.6 **“Sunset Date”** means the date on which a Policy expires unless renewed.

Article 3: Guiding Principles

3.1 **Necessity:** Policies shall be developed only where there is a clear need, and shall be proportionate to the risks or issues they address.

3.2 **Clarity:** Policies shall be written in plain, accessible language, with clear obligations and procedures.

3.3 **Consistency:** Policies shall be consistent with one another and with IAPUC’s Bylaws, mission, and strategic objectives.

3.4 **Transparency:** The policy development process shall be transparent, with opportunities for stakeholder input.

3.5 **Accountability:** Each Policy shall have a designated owner responsible for its maintenance and review.

3.6 **Effectiveness:** Policies shall be subject to regular review to ensure they remain fit for purpose.

Article 4: Relationship to Other IAPUC Instruments

4.1 These Measures shall be interpreted in harmony with:

- The IAPUC Bylaws (IAPUC/GOV/2025-001);
- The *IQA Document Preparation Specification* (IAPUC/GOV/DOC-2025-001);
- The *IAPUC Board of Directors and Standing Committees Rules of Procedure*

(IAPUC/GOV/2025-002);

- The *IAPUC Strategic Development Plan 2026–2031* (IAPUC/GOV/2025-003).

4.2 In the event of any inconsistency, the Bylaws shall prevail.

Article 5: Policy Hierarchy

5.1 IAPUC Policies are organised into the following hierarchical levels, as defined in the *IQA Document Preparation Specification*:

Level	Document Type	Description	Examples
1	Bylaws / Charter	Foundational governing documents	IAPUC Bylaws
2	Manuals / Handbooks	Comprehensive frameworks	IAPUC-IQA Certification Manual
3	Regulations / Standards	Specific binding rules	Membership Standards, Disciplinary Procedures
4	Guidelines / Procedures	Operational guidance	Self-Study Report Guidelines, Implementation Guides

5.2 Lower- level documents shall be consistent with and shall not contravene higher- level documents.

Part II: Classification of Policies

Article 6: Policy Classification

6.1 Policies shall be classified according to their subject matter and scope, using the following categories:

Category	Description	Examples
Governance	Policies governing the	Bylaws, Board Rules of

	structure and operation of IAPUC's governing bodies	Procedure, Election Procedures
Membership	Policies governing membership eligibility, rights, and obligations	Membership Standards, Disciplinary Procedures
Accreditation & Quality Assurance	Policies governing IQA standards, processes, and outcomes	IQA Certification Manual, Assessment Standards, Site Visit Procedures
Ethics & Conduct	Policies governing ethical behaviour and integrity	Code of Conduct, Whistleblower Protection, Academic Ethics Code
Financial & Administrative	Policies governing financial management, resources, and administration	Financial Regulations, Fee Schedules, Archives Management
External Relations	Policies governing relations with external stakeholders	MOU Procedures, Government Relations, Media and Communications
Operational	Policies governing day- to- day operations	Staff Handbook, IT Security, Procurement

6.2 The Secretariat shall maintain a Policy Register listing all current Policies, their classification, owner, approval date, review date, and status.

Part III: Initiation of Policy Development

Article 7: Sources of Policy Proposals

7.1 Policy proposals may originate from:

- (a) The IAPUC Board of Directors;
- (b) The Accreditation Decision Committee (ADC);
- (c) The Secretariat;
- (d) Any IAPUC Standing Committee;

- (e) A member institution or individual member (through the appropriate channel);
- (f) An external stakeholder, including government agencies, partner organisations, or quality assurance networks;
- (g) A formal review or audit recommendation;
- (h) A change in applicable laws, regulations, or international standards.

7.2 Any person or body may submit a policy proposal using the *Policy Proposal Form* (Annex A), addressed to the Secretariat.

Article 8: Preliminary Assessment

8.1 Upon receipt of a policy proposal, the Secretariat shall conduct a preliminary assessment to determine whether the proposal:

- Is within IAPUC's mandate and scope;
- Addresses a genuine need or gap;
- Is consistent with IAPUC's strategic priorities;
- Has sufficient support or justification.

8.2 The Secretariat shall:

- Acknowledge receipt of the proposal within **10 working days**;
- Complete the preliminary assessment within **30 working days**;
- Inform the proposer of the outcome, with reasons if the proposal is not accepted.

8.3 If the proposal is accepted, the Secretariat shall:

- Assign a Policy Owner;
- Determine the appropriate classification and level;
- Initiate the drafting process.

Part IV: Drafting and Consultation

Article 9: Drafting

9.1 The Policy Owner shall prepare a draft of the proposed Policy, using the standard Policy Template (Annex B) and in accordance with the *IQA Document Preparation Specification*.

9.2 The draft shall include:

- A clear statement of purpose and scope;
- Definitions of key terms;
- The substantive provisions (rules, standards, procedures);

- Responsibilities and accountabilities;
- Implementation arrangements;
- Review and revision provisions;
- Any annexes or appendices.

9.3 The Policy Owner shall ensure that the draft:

- Is consistent with existing Policies and the Bylaws;
- Is clear, concise, and accessible;
- Addresses the identified need;
- Has considered potential impacts on stakeholders.

Article 10: Legal and Compliance Review

10.1 Before proceeding to consultation, the draft shall be reviewed by IAPUC Legal Counsel (or equivalent) to ensure:

- Legal compliance (with applicable laws and regulations);
- Consistency with IAPUC's governing documents;
- Adequacy of risk management and liability provisions.

10.2 The Legal Counsel shall provide a written opinion within **20 working days** of receipt of the draft.

Article 11: Stakeholder Consultation

11.1 The Policy Owner shall conduct stakeholder consultation on the draft, as appropriate to the nature and impact of the Policy.

11.2 Consultation methods may include:

- Written submissions via the IAPUC website or email;
- Focus groups or workshops;
- Targeted consultation with affected groups (e.g., institutional members, accreditation applicants);
- Public consultation for Policies of broad application.

11.3 The consultation period shall be:

- **Minimum 30 days** for regulations and standards;
- **Minimum 15 days** for guidelines and procedures;
- Such shorter period as the Board may approve for urgent matters.

11.4 The Policy Owner shall:

- Provide a summary of the draft and a consultation questionnaire;

- Acknowledge all submissions received;
- Prepare a consultation report summarising the feedback and explaining how it has been addressed (or why certain suggestions were not adopted).

Article 12: Finalisation of Draft

12.1 Following consultation, the Policy Owner shall revise the draft as appropriate and finalise it.

12.2 The final draft shall be accompanied by:

- A brief explanatory memorandum outlining the purpose, key provisions, and consultation outcomes;
- A summary of changes made in response to feedback;
- The consultation report (where applicable).

12.3 The final draft shall be submitted to the Secretariat for processing for approval.

Part V: Review and Approval

Article 13: Approval Authorities

13.1 The approval authority for a Policy depends on its classification and level:

Document Level	Type	Approval Authority
Level 1	Bylaws / Charter	General Assembly (by two- thirds majority)
Level 2	Manuals / Handbooks	Board of Directors
Level 3	Regulations / Standards	Board of Directors
Level 4	Guidelines / Procedures	Secretariat (with Board notification)

13.2 The Board may delegate approval authority for certain categories of Guidelines and Procedures to the Secretary- General or to a designated committee.

Article 14: Submission for Approval

14.1 The Secretariat shall prepare a submission package for the approving body, containing:

- The final draft of the Policy;

- The explanatory memorandum;
- The consultation report (if applicable);
- The Legal Counsel's opinion;
- A summary of any financial or resource implications.

14.2 The submission shall be circulated to the approving body at least **14 days** before the meeting at which it is to be considered.

Article 15: Review by Approving Body

15.1 The approving body shall consider the draft and may:

- Approve the Policy as submitted;
- Approve the Policy with amendments;
- Refer the Policy back to the Policy Owner for further work, with specific guidance;
- Reject the Policy.

15.2 The approving body shall ensure that:

- The Policy is consistent with IAPUC's mission and strategic objectives;
- The consultation process has been adequate;
- The Policy is legally sound and risk- managed;
- The Policy is proportionate and practicable.

15.3 Decisions shall be recorded in the minutes of the meeting, including any amendments made.

Article 16: Voting Requirements

16.1 The voting requirements for approval are:

- **Bylaws / Charter:** Two- thirds majority of the General Assembly members present and voting;
- **Level 2 and 3 documents:** Majority of the Board members present and voting;
- **Level 4 documents:** Approval by the Secretariat, with notification to the Board.

16.2 Where a Policy affects the rights or obligations of members, the approval process shall include appropriate notification to the membership.

Article 17: Consultation with the ADC

17.1 Policies that relate to accreditation or quality assurance (including standards, criteria, and assessment procedures) shall be referred to the Accreditation Decision Committee (ADC) for review and recommendation before being submitted to the Board.

17.2 The ADC shall have **30 days** to provide its recommendation.

Part VI: Publication and Implementation

Article 18: Publication

18.1 Upon approval, the Secretariat shall:

- Assign a document number and version in accordance with the *IQA Document Preparation Specification*;
- Finalise the document with the approved text and the Document Control table;
- Publish the Policy on the IAPUC website in the appropriate section;
- Add the Policy to the Policy Register.

18.2 The Policy shall be published in English. Where appropriate, translations may be provided.

Article 19: Notification to Members and Stakeholders

19.1 The Secretariat shall notify members and relevant stakeholders of the new or revised Policy through appropriate channels, including:

- A notice on the IAPUC website;
- An email notification to members;
- A summary in the IAPUC newsletter or bulletin;
- Where significant, a formal circular.

19.2 The notification shall include:

- The title and document number of the Policy;
- The Effective Date;
- A brief summary of the key provisions;
- A link to the full Policy.

Article 20: Implementation

20.1 The Policy Owner shall be responsible for overseeing the implementation of the Policy, including:

- Developing any necessary implementation plans;
- Providing guidance or training to affected parties;
- Monitoring compliance and addressing any issues;
- Reporting on implementation progress to the appropriate body.

20.2 A transition period may be provided where a Policy imposes new obligations or changes existing practices. The transition period shall be reasonable and proportionate to the nature of the changes.

Part VII: Review, Revision and Sunsetting

Article 21: Periodic Review

21.1 Each Policy shall be subject to periodic review to ensure it remains current, effective, and fit for purpose.

21.2 The review cycle is as follows:

- **Level 1 (Bylaws / Charter):** Every 5 years, or as required by law;
- **Level 2 (Manuals / Handbooks):** Every 5 years;
- **Level 3 (Regulations / Standards):** Every 5 years;
- **Level 4 (Guidelines / Procedures):** Every 3 years.

21.3 The review shall be conducted by the Policy Owner, who shall:

- Assess whether the Policy remains necessary and effective;
- Consider any changes in law, policy, or practice;
- Consult stakeholders as appropriate;
- Prepare a review report with recommendations.

Article 22: Revision Process

22.1 Where a review or other circumstances indicate that a Policy should be revised, the revision shall follow the same process as the initial development, subject to the following modifications:

- A full consultation may not be required for minor or technical amendments;
- The revision may be fast-tracked where urgency is required (see Article 25);
- The Policy Owner may propose revisions directly to the approving body for minor changes.

22.2 The revision shall be documented in the Document Control table, and the version number shall be incremented in accordance with the *IQA Document Preparation Specification*.

Article 23: Sunsetting

23.1 A Policy may be sunsetted (formally retired) when:

- It is no longer necessary or relevant;

- It has been superseded by another Policy;
- Its purpose has been achieved.

23.2 The decision to sunset a Policy shall be made by the body that originally approved it, on the recommendation of the Policy Owner.

23.3 Upon sunseting, the Policy shall be:

- Removed from the active Policy Register;
- Archived (with a notation of the sunset date);
- Removed from the website, with a note indicating that it has been retired and referring to any successor document.

Article 24: Emergency Revisions

24.1 Where a Policy requires urgent revision to address an immediate risk, comply with a legal requirement, or respond to an urgent operational need, the emergency procedure in Article 25 shall apply.

Part VIII: Emergency Procedures

Article 25: Urgent Policy Development or Revision

25.1 In circumstances where delay would be harmful to IAPUC, its members, or its stakeholders, the Secretary- General (with the concurrence of the Board Chair) may authorise an expedited policy development or revision process.

25.2 Under the emergency procedure:

- Consultation periods may be shortened (but shall be no less than 5 working days for minor revisions, or 10 working days for major changes);
- The approval authority may be the Board Chair (for Level 4 documents) or the Board (for Level 2 and 3 documents) by written circulation (without a meeting), provided that all Board members are notified;
- A full explanatory memorandum shall still be provided.

25.3 Any Policy adopted under the emergency procedure shall be subject to review and, if necessary, formal ratification at the next meeting of the full Board or approving body.

25.4 The emergency procedure shall not be used for amendments to the Bylaws, which shall always require full General Assembly approval.

Part IX: Miscellaneous Provisions

Article 26: Policy Register

26.1 The Secretariat shall maintain a comprehensive Policy Register, accessible to all staff and members, containing:

- The title and document number of each Policy;
- The classification and level;
- The Policy Owner;
- The Effective Date;
- The date of the most recent review;
- The Next Review Date;
- The status (Active / Under Review / Sunsetted).

26.2 The Policy Register shall be updated promptly upon the adoption, revision, or sunseting of any Policy.

Article 27: Interpretation

27.1 The Secretariat shall be responsible for the interpretation of these Measures and for providing guidance on their application.

27.2 In the event of any ambiguity or dispute, the Board shall have the final authority to interpret these Measures.

Article 28: Review and Amendment of These Measures

28.1 These Measures shall be reviewed by the Board at least once every **five (5) years**.

28.2 Amendments may be proposed by any Board Member or the Secretariat and shall be adopted by a two-thirds majority of the Board.

28.3 All amendments shall be documented in the Document Control table, with a new version number reflecting the revision.

Annex A: Policy Proposal Form

(To be completed by the proposer)

IAPUC POLICY PROPOSAL FORM

Date: _____

Proposer Name: _____

Proposer Organisation/Role: _____

Contact Information: _____

1. Policy Proposal Summary

Proposed Policy Title:

Brief Description of the Proposed Policy:

2. Justification for the Policy

- What is the problem or need that this Policy addresses?

- What evidence supports the need for this Policy?

- What are the risks of not having this Policy?

3. Scope and Application

- Who will be affected by this Policy?

- Does this Policy relate to or overlap with any existing Policy? If so, please specify:

4. Expected Outcomes

- What are the expected outcomes or benefits of this Policy?

- How will the Policy be implemented and monitored?

5. Resource Implications

- What resources (financial, personnel, technology) are expected to be required?

6. Proposed Timeline

- Please indicate any desired timeline for development and approval.

Signature: _____ Date: _____

Please submit this form to the IAPUC Secretariat at secretariat@iapuc.org.

Annex B: Policy Template

(To be used by Policy Owners)

[TITLE OF POLICY]

Document Number: [IAPUC/XXX/XXX/2025-001]

Version: [1.0.0]

Effective Date: [Date]

Review Date: [Date]

Document Type: [Policy/Regulation/Standard/Guideline]

Classification: [Public/Internal/Confidential]

Responsible Office: [Office/Department]

Approving Body: [Board/Committee/Secretariat]

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Related Documents: [List of related documents with numbers]

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Preamble

[Purpose and context of the Policy]

Part I: General Provisions

Article 1: Purpose and Scope

[Purpose and scope of the Policy]

Article 2: Definitions

[Key definitions]

[Substantive provisions]

Approval and Effective Date

Approved by:

[Title]

Date: [Date]

Effective Date: [Date]

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Annex C: Policy Review Checklist

(To be used by Policy Owners during review)

IAPUC POLICY REVIEW CHECKLIST

Policy Title: _____

Document Number: _____

Review Date: _____

Reviewer: _____

1. Relevance and Necessity

☐ Is the Policy still necessary?

☐ Does it continue to address a genuine need?

☐ Has the policy context changed?

Comments: _____

2. Legal and Regulatory Compliance

☐ Is the Policy consistent with applicable laws and regulations?

☐ Have there been any changes in relevant laws?

Comments: _____

3. Consistency with Other Policies

☐ Is the Policy consistent with other IAPUC policies and the Bylaws?

☐ Are there any conflicts or overlaps?

Comments: _____

4. Effectiveness and Impact

☐ Is the Policy achieving its intended outcomes?

☐ Have there been any unintended consequences?

☐ Is the Policy being effectively implemented?

Comments: _____

5. Clarity and Accessibility

☐ Is the Policy clearly written and easy to understand?

☐ Are the definitions and procedures clear?

Comments: _____

6. Stakeholder Feedback

☐ Have stakeholders (including members) been consulted?

☐ Are there any outstanding issues or concerns?

Comments: _____

7. Recommendations

☐ Keep as is

☐ Minor amendments required

☐ Significant revision required

☐ Sunset / retire

Recommended Actions:

Reviewer Signature: _____

Date: _____

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