

ACCRA TECHNICAL UNIVERSITY



POLICY ON POLICIES

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SUMMARY DETAILS TABLE

Version	1.0
Short description	This Policy provides principles and procedures for guiding the making and implementing of organizational decisions.
Relevant to	Officers responsible for preparing and approving documents.
Issuing Authority (Approved by)	These Guidelines have been approved by the Council.
Responsible officer	Technical University Registrar
Responsible office	Registry
Date Approved	Monday, May 23, 2016
Date(s) modified	
Next scheduled review date	1 st April, 2018
Related Technical University documents	Technical University Statutes, Conditions of Service
Related legislation	Technical University Act
Key words	Policy, Procedure, Guidelines, Forms

SECTION ONE

1. DEFINITION OF TERMS

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|---|---|---|
| Policy | - | A policy is a principle or rule to guide decisions to a desired outcome and is considered to be a 'Statement of Intent' or a 'Commitment' to a particular goal. |
| Procedure | - | A procedure is a sequence of actions, processes and responsibilities required to achieve a particular result or goal. Procedures are developed to support the effective implementation of regulations and policies. |
| Guidelines | - | Guidelines are detailed advice on best practices to follow in implementing existing policies and procedures. The observance of guidelines shall be mandatory. |
| Forms | - | Forms are templates developed to assist users to collate necessary information, or to guide users through relevant procedural steps, in order to comply with a policy and procedure. |
| Technical University Community Stakeholders | - | Staff and students of Accra Technical University
Government regulatory bodies, the Ministries, Collaborators, Alumni, Affiliates, etc |

SECTION TWO

2. POLICY

2.1. POLICY STATEMENT

The making and implementation of organizational decisions shall be guided by rational principles and procedures that are clearly understood, freely available to relevant persons, consistent with applicable laws, ethics, norms, and accepted conventions, easily implementable, and shall be designed to achieve expected outcomes.

2.2. PURPOSE

The purpose of this policy is to define the steps by which the policies of Accra Technical University shall be enacted, to ensure that there are effective policies and procedures for every functional area of the Technical University.

2.3. SCOPE

2.3.1. This Policy applies to any person to whom a Technical University policy shall apply. Accra Technical University policies shall apply to all members of the Technical University Community.

2.3.2. Each policy shall set forth, in the “**Scope of this Policy**” section, the members of the Technical University Community who shall be subject to the policy. In addition, the Technical University may require persons who are not explicitly within the scope of specific policies to abide by those policies.

2.4. PRINCIPLES

2.4.1. All policies shall be consistent with the mandate, vision, and mission of Accra Technical University.

2.4.2. Policies shall not be in conflict with international and national laws, or with the Technical University Act or Statutes, or with other Accra Technical University Policies, Procedures or Regulations.

2.4.3. There shall be policies and procedures for every functional area of the Technical University.

2.4.4. Observance of these policies, procedures and guidelines by Faculty, Staff and Students shall be mandatory.

2.4.5. Relevant policies, procedures and guidelines shall be made accessible to all members of the Technical University community and stakeholders.

2.4.6. There shall be procedures for Initiating, Formulating, Approving, Disseminating, Reviewing and Amending Policies.

SECTION THREE

3. PROCEDURES

3.1. Initiating and Formulating of Policies

Policies shall be initiated on the approved form through the Academic Board to Council.

3.2. Approving of Policies

3.2.1. After all reviews have been completed, the policy document shall be submitted through the Academic Board to Council for consideration and approval.