

12. Institutional Regulations and Policy Framework

The CITY ULE has adopted an Institutional Regulations and Policy Framework (IRPF), setting out key features and requirements of institutional policies and procedures.

Institutional policies and procedures are those that apply across the CITY ULE, rather than solely to specific areas, such as a School or Department.

The IRPF applies to all new policies and procedures developed from October 2025 onwards.

1. Purpose

The purpose of the IRPF is to provide a clear and consistent approach across the CITY ULE to the development, creation, approval, monitoring and review of institutional policies and procedures. This is to ensure:

- Clear, informative and up to date policies and procedures are in place. These meet applicable internal and external governance, legal and regulatory requirements, and support the CITY ULE to deliver its mission and strategy.
- The overall institutional policy and procedural framework, and individual policies and procedures, are clear and transparent to members of the CITY ULE and relevant external bodies and stakeholders.

2. Scope

The IRPF applies to the development, approval, monitoring and review of all institution-wide regulations, policies and procedures. It does not apply to departmental/unit policies.

The nature and status of the charter, statutes, ordinances, regulations, codes of practice and guidelines are defined by the IRPF

3. Definitions

The CITY ULE has adopted the definitions for its formal documentation as described in the Preface and Definitions. All documents at the CITY ULE that use these titles must conform to these definitions.

4. Purpose and responsibilities

Regulations, policies and procedures must support the delivery of the CITY ULE's mission and strategy, and be consistent with the CITY ULE's values, as well as addressing any relevant internal or external legal or regulatory requirements.

The decision to establish a new regulation or policy must be made by the CITY ULE Executive Board or Senate, or by a member of these boards with delegated authority for the area to which the regulation/policy relates.

Responsibility for regulations/policies must be clear and clearly stated. Each regulation/policy must identify:

- Regulation/Policy Owner: The member of the CITY ULE Senate or Executive Board responsible for the policy.

- Regulation/Policy Manager: A named role responsible for supporting the development, implementation, monitoring and review of the policy.

Procedures support the implementation of CITY ULE regulation/policy, and therefore must always be linked to one or more CITY ULE regulations/policies. Each procedure must identify:

- Responsible Service: The professional service responsible for the procedure.
- Procedure Manager: A named role responsible for the development, implementation, monitoring and review of the procedure.

5. Development

Development of all policies and procedures must include appropriate consultation with stakeholders, as determined by the Regulation/Policy Owner (for regulations/policies) or Responsible Service (for procedures).

All CITY ULE regulations, policies and procedures must follow a common format and template, to ensure consistency in approach across the CITY ULE's policies and procedures.

Each regulation, policy and procedure must state whether there is scope for exceptions to be granted. Where this is permitted, the regulation, policy or procedure must state who has the authority to approve such exceptions; and how exception requests must be made.

6. Approval, implementation, monitoring and review

The authority to approve regulations rests with the CITY ULE Executive Board and Senate. They may delegate approval to subcommittees.

Authority to approve policies sits with the CITY ULE Executive Board and subcommittees of the CITY ULE Senate. They may delegate their authority for specific policies/policy areas.

The authority to approve procedures sits with the director of the professional service that is responsible for the procedure.

Approved regulations, policies and procedures must be made readily available to members of the CITY ULE, including through a single central online repository.

All members of the CITY ULE are responsible for working in accordance with approved regulations, policies and procedures. Responsibility for initial communication of new or revised policies and procedures sits with the Regulation/Policy/Procedure Manager. Line managers are responsible for ensuring that approved policies and procedures are implemented in their units/areas.

All regulations, policies and procedures must be subject to ongoing monitoring, to ensure their continuing effectiveness and currency. Monitoring may lead to revision of a policy or procedure.

All regulations, policies and procedures must be subject to a periodic review, and the period between reviews must not exceed five years. Review periods may be less than five years.

7. Exceptions

Exceptions to the IRPF may be requested where a Policy Owner believes a compelling case can be made. Requests must be made in writing. The authority to approve such requests sits with the CITY ULE Vice-President and the Academic Provost.

8. Monitoring and review

The IRPF will be monitored as part of the annual update process of the online policy repository. A review will take place in the fifth year of the policy's implementation.