



American University of Malta

Policy: **Policy on Policies and Procedures**

AUM Policy Category: **II Quality Assurance**

Policy Title	Policy on Policies and Procedures
Policy ID	2017.1-v1-QA_Po
Effective Date	April 21, 2017
Responsible Office	Quality Assurance Office
Responsible Executive(s)	The President

Rationale:

The purpose of this policy is to ensure that university-wide policies and procedures are promulgated in accordance with a standardized approval process. By implementing a uniform approval process, the institution seeks to enhance operational effectiveness and compliance with applicable laws and regulations across the University.

Scope:

This policy applies to all University units, faculty, staff and students.

Policy:

It is the policy of the American University of Malta (AUM) that policies and procedures are to be developed, formatted, approved, issued and maintained in a consistent manner, with the engagement of appropriate University personnel, and be made widely available to the University community to enhance compliance and advancement of the University's mission.

Individuals engaged in developing and maintaining University policies and/or procedures must follow the requirements, outlined in the Development and Amendment Process, for drafting, revising, approving and promulgating University policies and/or procedures. University policies constitute living documents and are subject to change at any time by the Board of Trustees and/or executive officers at AUM.

The University uses a standard policy format and a uniform review and approval process for University policies to improve communication, promote administrative consistency and efficiency, and to ensure compliance with pertinent national and international accreditation requirements.

The Board of Trustees reviews, revises, and approves policies and AUM's *Policies and Procedures Manual*, and/or changes to the manual, once a year.