



DIE AFRIKAANSE PROTESTANTSE AKADEMIE NPC

Registration number: 2002/031756/08

Registered with the Department of Higher Education and Training as a private higher education institution under the Higher Education Act, 1997

Registration Certificate No. 1999/HE08/001

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INSTITUTIONAL POLICY ON

THE DEVELOPMENT, IMPLEMENTATION AND MONITORING OF INSTITUTIONAL POLICIES

Policy Owner	Board of The APA
Responsibility	Quality Commissioner and Quality Committee
Status	Unapproved
Dates of amendments	2013
Review date	2017

1. Introduction

As a private higher education institution, *Die Afrikaanse Protestantse Akademie (APA)* have

- 1.1 A unique academic culture, vision and mission in the field of private higher education;
- 1.2 A unique set of moral and ethical values based on our vision mission, and therefore
- 1.3 A moral commitment to provide higher education of outstanding standards to the equivalent of the relevant NQF levels and outcomes as set by and expected of the the Council on Higher Education (CHE).

2. Definition

A policy is seen as a set of guidelines adopted by the Board or Council of the Institution as the highest governing body of the Institution wherefrom all institutional matters are handled in order to prevent contradictory individual decisions or courses of action to promote excellence and quality in higher education within the aim of the Institution.

The explicit meaning of terms or phrases used in the policy, rules or procedures should be explained, if there is any chance of their being misconstrued.

3. Purpose

Institutional Policies are merely not only a set of philosophical document but guidelines, practices and principles directing actions and decisions at the APA.

Through development, implementation and the monitoring of policies, the institution adhere to its right of existence, mission and vision complying to all expectations with the following:

- 3.1 Fitness for purpose (the extent to which the institution's academic and support structures and embedded processes are aligned with their chosen mission statements and with those of the institution);
- 3.2 Fitness of purpose (the extent to which the APA relates to national policy and framework, including the Higher Education Act, SAQA, CHE/HEQC and other DHET requirements, which include governance, planning, funding and resource allocation, as well as taking into account international developments);
- 3.3. Value for money (judged in relation to the full range of higher education purposes);
- 3.4 Client and needs satisfaction; and
- 3.5 Transparency.

4. The Development of Policies

Policies at the APA should be developed according to a set of rules and the rules are as follows:

- 4.1 Every policy document/statement must be dated to indicate the date at which it has been approved by the Board after which it becomes operational, and consequently the date at which it replaces the previous policy, rules and/ or procedures if any.
- 4.2 Any previous policy or decisions that impact on a new or revised policy, should be consulted when revising existing policy or generating a new policy. Clear reference should be made to the existing policies, rules or other documentation that have been replaced by the new or revised policy.
- 4.3 Every policy should have an expiry date as to when the policy should be revised and/or be changed or replaced, but at least every five years.

4.4 All institutional policies should be in the same format with an institutional letterhead as this policy.

4.5 All policies should be made available to all personnel and students as well as the public through the official webpage of the institution.

4.6 In case of a new policy or suggestions of change to policies, it should be given to the registrar of the Institution, from where it is circulated to the members of the Senate, approved at a meeting of the Senate and should be made available to members of the Council or Board 21 days in advance of the meeting where the policy will be discussed and approved, after which the policy and/or any changes in policy becomes operational.

5. Implementation and Monitoring of Policies

The implementation and monitoring of policies is the sole responsibility of the Policy Committee consisting of the registrar of the Institution, all deans and/or heads of departments. The implementation and monitoring of implementation of policies should be a standard matter of discussion on meeting of boards of faculties and where any new policies approved by the Council and/or changed in policies should be attended to and discussed as deans (chairs of Faculty boards) are members the Council of the APA.