

LTC14D160

Title: Guidance on Governance Nomenclature
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Issue

It is important that the University's nomenclature is clear for both students and staff, particularly when the use of a particular label for a document may be taken as an indicator of its regulatory force. A wide range of labels have been used by the University over the years and this can cause confusion; it is not always clear whether a 'Procedure' carries the same weight as a 'Regulation'. The proposal below is intended to introduce greater clarity to the nomenclature that we use across the institution.

Recommendation

Recipients are invited to consider approving the proposed nomenclature guidance below

Resource Implications

N/A

Risk Implications

N/A

Equality and Diversity

N/A

Timing of decisions

A decision to approve the proposed nomenclature guidance would allow all new documentation produced thereafter to be produced in accordance with the guidance.

Further Information

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Background

Currently, there are no published University guidelines that help to differentiate between different types of institutional document such Regulations and Procedures. This is potentially confusing both for the users of institutional documents and for staff trying to select an appropriate label when drafting new material.

LTC is invited to approve for future use, the listing and definitions provided below. If approved the approach to implementation would be to amend document labels as appropriate in accordance with the LTC Schedule of reviews.

Proposed Nomenclature Guidance:

Policy – statement of the University's position and/or intention in relation to the substantive matter being addressed

Regulations – define that which is required/ allowable/ disallowed in accordance with the relevant Policy

Operational Process – describes the means by which a Regulation is applied

Guidance – comprises all explanatory documents related to the Policy and/or Regulation. Guidance does not have the force of a Regulation

Procedure – this terminology will be phased out and replaced by the appropriate term above.

Code of Practice – refers to a document that addresses a large and complex area of University activity (eg postgraduate research student provision); the Code of Practice collects together a number of related Policies and Regulations (often in summary form) and provides guidance on their application. It is likely that the number of Codes of Practice will reduce as certain documents are more appropriately labelled.