

POLICY DEVELOPMENT FRAMEWORK

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POLICY

Policy Number	Version 1.0
Date of Approval	24 June 2023
Policy Sponsor	ED: VC
Review Date	24 June 2026
Approver	Council
Department/Unit	Office of the VC: Compliance Management Function

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1. PREAMBLE

1.1. Introduction

The **Cape Peninsula University of Technology (CPUT)** is subject to South African and in some instances, international legislation. Legislation, amongst other things, drives the development of university policy. Policies guide the actions, practices, and decisions of all CPUT stakeholders in carrying out the operations of the University. The ***Policy Development Framework (the Framework)*** explains the relationship between policies, procedures, guidelines and sets out how they are developed, approved, promulgated, reviewed, and updated.

The Framework is how CPUT's Council and Management fulfils its responsibility under the Higher Education Act, 1997 (Act No. 101 of 1997); its Statute (***Institutional Statute of the Cape Peninsula University of Technology, 2022 [Act No. 1906 of 2022]***); and several other laws that affect its operations. The Framework is the operational structure for developing, implementing, reviewing, and maintaining the University's policies, procedures, and all other Policy Instruments in a consistent format, and to establish certain principles for the University. These principles are intended to guide the conduct and practice of all those engaged in CPUT activities, including employees, students, service providers and all relevant stakeholders.

The Framework is also how the University ensures that the foundational values of human dignity, equality and freedom as enshrined in the Constitution of the Republic of South Africa [Act No. 108 of 1996] are upheld in its policies and procedures.

The University will ensure that its policies and procedures are informed by and aligned with these Principles and this Policy.

1.2. Background

This ***Policy Development Framework*** replaces the **CPUT Policy on Policy/Procedure Development and Approval**, which was approved 24 November 2018.

The **CPUT Policy on Policy/Procedure Development and Approval** was a combination of two types of Policy Instruments, namely a Policy and a Procedure, while this ***Policy Development Framework – Policy*** is only one type of a Policy Instrument, a **Policy**, with a stated purpose.

The **Procedure** to this Policy is a separate document named ***Policy Development Framework – Procedure***, which contains step-by-step instructions on performing a specific task in relation to the purpose of a related Policy.

This **Policy Development Framework** also contains a **Guideline** which is an informal information Policy Instrument that supplements the Policy and the Procedure.

The ***Policy Development Framework*** supports the University's governance arrangements, objectives and principles for policy development and review to ensure high quality, consistent policy instruments that reflect and embed our values, comply with legal requirements, support quality assurance, and reduce risk.

The ***Policy Development Framework*** will be the approved operating environment that consists of approved Policy Instruments by which the University develops and manages the **CPUT Policy Library** on behalf of the University Community.

2. PURPOSE

- 2.1. The purpose of this **Policy** is to:
- 2.1.1. establish the Policy Development Framework;
 - 2.1.2. express the Policy development and management practices of the **University**;
 - 2.1.3. contribute to building a university that is highly efficient, sustainable, environmentally conscious, vibrant, enabling;
 - 2.1.4. ensure a well governed learning, teaching, and living environment for students and staff to enhance and develop the quality and effectiveness of research and knowledge production; and
 - 2.1.5. engage in the advancement, prosperity, and welfare of CPUT communities.
- 2.2. Any Policy project should be compliant with CPUT's approved **Ethics Framework**. At CPUT, ethics, fairness and institutional service delivery excellence go hand in hand. CPUT ascribes to good governance practices and realise that the successful implementation of policies is dependent on the ethical behaviour of all CPUT stakeholders.
- 2.3. This Policy is to be read in conjunction with the following:
- 2.3.1. Policy Development Framework – Procedure;
 - 2.3.2. Policy Development Framework – Guideline; and
 - 2.3.3. **Policy Development and Management Committee (PDMC)** Terms of Reference.

3. OBJECTIVE

- 3.1. The objectives of this Policy Development Framework are to:
- 3.1.1. govern the development, amendment, and review of policy instruments to ensure relevance, authority and consistency with legislation, internal and external practices; and
 - 3.1.2. define the roles, responsibilities, and authorities in relation to the development, amendment, and review of policy instruments.

4. SCOPE

4.1. Institutional Scope

4.1.1. The Policy applies to the entire University.

4.2. Individual Scope

4.2.1. The Policy applies to the entire **University Community** in the development of new Policy Instruments and the amendment of existing Policy Instruments.

5. POLICY DEVELOPMENT FRAMEWORK STRUCTURES AND PRINCIPLES

5.1. Policy Development Framework

5.1.1. Policy Development Framework means the approved operating environment that consists of approved Policy Instruments by which the University develops and manages the University Policy Library on behalf of the University Community.

5.2. Policy Development Framework Definitions

5.2.1. The University will define terms used by the Policy Development Framework exclusively in Policies and not in other policy instruments.

5.2.2. The University will establish a single definition for each term in one policy and will avoid duplicated definitions for the same term, except in cases where exceptions are made, and the term is listed in the Policy Definition Glossary.

- 5.2.3. The University will adopt the definitions used in legislation that are relevant to its use.
- 5.2.4. The **Policy Development Framework – Policy** will be the source Policy for terms that are commonly used across the Policy Development Framework.
- 5.2.5. The University will develop and manage a **Policy Definition Glossary** and make this available to the University Community.

6. POLICY DEVELOPMENT PROCESS

- 6.1. It is essential that the development, amendment, and review of policy instruments originate in the responsible line function as they are the most knowledgeable about their related requirements, needs and processes.
- 6.2. When more than one line function has significant responsibility in respect of a given policy topic, they must work together to draft a comprehensive policy instrument.
- 6.3. Policy Instruments will be listed in the Policy Library on the CPUT website in alphabetic order and according to the category under which they fall, so it is important that an appropriate Policy naming convention is adhered to. This is to ensure ease of searching for Policy Instruments. The first letter of the first word is critical when naming a Policy Instrument so ensure that the title:
 - 6.3.1. accurately reflects the content of the Policy Instrument.
 - 6.3.2. does not start with words such as 'The', 'That' 'A' or, 'CPUT'
 - 6.3.3. is succinct with related documents that have similar titles, and
 - 6.3.4. avoids using generic first words such as 'University', 'Policy', 'Code' or 'Procedure'.
 - 6.3.5. The **Compliance Management Function** (Compliance

Office) will facilitate the development, approval, and review of —

6.3.5.1. the Policy Development Framework; and

6.3.5.2. the University Policy Library.

6.4. Policy Development Framework Structure

6.4.1. Policy Instruments

6.4.1.1. Policy Instrument means a written, graphic, numeric, digital and/or audio/visual component of the Policy Development Framework as identified in the Policy Development Framework – Guideline.

6.4.1.2. The three prevalent Policy Instruments are a Policy, a Procedure, and a Guideline.

6.4.1.3. Policy Instruments may not be verbal.

6.4.2. Policy Grouping

6.4.2.1. Policy Grouping means a collection of Policy Instruments that are directly related to each other.

6.4.2.2. A Policy must form part of a Policy Grouping in accordance with the Policy Development Framework – Guideline.

6.4.3. **Related Policy Instruments**

6.4.3.1. **Related Policy Instrument** means a Policy Instrument within the same Policy Grouping as a Policy.

6.4.3.2. Related Policy Instruments must be amended to reflect amendments to their related Policy.

6.4.4. **Associated Policy Instruments**

6.4.4.1. **Associated Policy Instrument** means a Policy Instrument within a different Policy Grouping to that of another Policy and that has associated subject matter.

6.4.4.2. Associated Policy Instruments may/or may not be amended to reflect amendments to a Policy in another Policy Grouping.

7. **POLICY DEVELOPMENT, MANAGEMENT AND DEFINITIONS**

7.1. **Policy**

7.1.1. Policy means the formal and binding expression of behaviours or practices, expected by the University and University Community, on specific **Policy Factors** as published in the University Policy Library.

7.1.2. The **Compliance Office** will facilitate the development and management of Policies in accordance with —

7.1.2.1. Policy Development Framework – Policy

7.1.2.2. Policy Development Framework – Procedure; and

7.1.2.3. Policy Development Framework – Guideline.

7.2. **Guideline**

7.2.1. **Guideline** means a general principle or recommendation that provides direction but allows for flexibility in

implementation. Guidelines are less prescriptive than procedures and are often used to support policies and procedures, to help a reader make a decision or to guide a reader's action.

- 7.2.2. Guidelines will be developed and managed in accordance with the Policy Development Framework – Guideline and Policy Development Framework – Procedure.

7.3. Procedure

- 7.3.1. **Procedure** means a detailed step-by-step description of how to perform a specific task or process.
- 7.3.2. Procedures provide instructions on how to implement policies and are often specific to a particular line function.
- 7.3.3. Procedures will be developed and managed in accordance with the Policy Development Framework – Guideline and Policy Development Framework – Procedure.

- 7.4. **Manual** means a document that outlines instructions on fulfilling requirements outlined in relevant legislation and/or a related policy instrument.

- 7.5. **Strategic Plans** means formal and binding direction, based on current information, to drive performance from a current state to a future state, through the expression of outcomes, principles, and approaches, across an agreed timeframe.

- 7.6. **Policy Development Framework** is an overarching structure that gives a comprehensive understanding of the method by which the university develops and manages its policies. It outlines the processes, procedures, and guidelines for developing and reviewing policies, ensuring that they are in line with the goals and objectives of the university. The policy development framework provides a clear guide for ensuring consistency and harmony among the university's policies and helps ensure that they are efficient, effective, and meet the needs of the university community.

7.7. Policy Factors

- 7.7.1. Policy Factor means a group of practices expressed within a Policy that are unique to that Policy.
- 7.7.2. Policy Factors must not be duplicated across the University Policy Library.
- 7.7.3. Policy Factors must be related to the subject matter of their Policy.

7.8. Policy Type

- 7.8.1. As a University and Institution of Higher Learning, all policies at CPUT are University policies and Institutional policies. Nevertheless, below they have been categorised for ease of reference.
- 7.8.2. The Policy Library will contain three types of Policies, namely:

- 7.8.2.1. Institutional Governance Policy;
- 7.8.2.2. Academic Policy; and
- 7.8.2.3. Administrative Policy.

7.8.3. **Institutional Governance Policy**

- 7.8.3.1. Institutional Governance Policy means a Policy that contributes directly to the safeguarding of the reputation and security of the University.
- 7.8.3.2. **Council** is the **Policy Approver** for an Institutional Policy.
- 7.8.3.3. The **Vice-Chancellor** or a member of the **Executive** must always act as a **Policy Sponsor** for an Institutional Governance Policy.
- 7.8.3.4. A **Director** or **Manager** must always act as a **Policy Accountable Stakeholder** for an **Institutional Policy**.

7.8.4. **Academic Policy**

- 7.8.4.1. Academic Policy means a Policy that contributes directly to community engagement, teaching, learning and research outcomes for the University.
- 7.8.4.2. **Council** is the Policy Approver for an Academic Policy.
- 7.8.4.3. The Sponsor is, either a **Dean** or an **Assistant Dean** or **Director** or **Manager** must act as a **Policy Accountable Stakeholder**

7.8.5. Administrative Policy

- 7.8.5.1. Administrative Policy means a Policy that contributes directly to the efficiency and effectiveness of the systems and services that support the endeavours of the University.
- 7.8.5.2. A member of the **Management Committee** must always act as the **Policy Sponsor** for an Administrative Policy.
- 7.8.5.3. **Council** is the **Policy Approver** for an Administrative Policy.
- 7.8.5.4. A **Director** or **Manager** of the relevant department or Unit must always act as a **Policy Accountable Stakeholder** for an Administrative Policy.

7.9. Policy Stakeholders

7.9.1. Policy Approver

- 7.9.1.1. Policy Approver means an individual or group of members of the University Community, whose role it is to approve the content of a Policy and includes:
 - 7.9.1.1.1. **Council**;
- 7.9.1.2. **The Vice-Chancellor** can approve all Related Policy Instruments, such as Guidelines and Procedures but can only approve a main Policy through the **Policy Fast Track** as provided for in the Policy Development Framework – Procedure.
- 7.9.1.3. Policy Approvers may instruct relevant **Policy Sponsors, Policy Accountable Stakeholder (s)** and/or **Policy Delegate(s)** on the purpose, scope, and Policy Factors for new or existing Policies.

7.9.1.4. The **Compliance Office** will, through consultation, assign one Policy Approver to each Policy in accordance with the Policy type.

7.9.1.5. **Council** can approve all Policy Types and Policy Instruments.

7.9.2. **Appropriate Recommending Council Committee**

7.9.2.1. An appropriate recommending Council Committee means a committee of Council that – subject to the committee’s terms of reference – is the most relevant to the Policy subject.

7.9.2.2. Subject to 7.9.2.1. above, an appropriate recommending Council committee will be determined by the Policy Sponsor.

7.9.3. **Policy Sponsor**

7.9.3.1. Policy Sponsor means an **Employee** who is accountable for the successful delivery of a Policy and its Related Instruments.

7.9.3.2. A Policy Sponsor may endorse the content of a new or amended Policy and may instruct relevant **Policy Accountable Stakeholder** (s) and/or **Policy Delegates** on the purpose, scope, and Policy Factors for new or existing Policies.

7.9.3.3. A Policy Sponsor may approve the delivery of work needed to make the University compliant with a new or amended Policy and instruct **Policy Accountable Stakeholder(s)** on required changes.

7.9.3.4. The **Compliance Office** will assign, through consultation, one Policy Sponsor to each Policy in accordance with the portfolio most suited to the subject matter and individual scope of a Policy, in accordance with the Policy Development Framework – Guideline.

7.9.4. **Policy Accountable Stakeholder**

7.9.4.1. **Policy Accountable Stakeholder** means an Employee who is responsible or shares responsibility for the successful implementation, evaluation, and communication of a new or amended Policy.

7.9.4.2. A **Policy Accountable Stakeholder** may endorse the content of a new or amended Policy or advise relevant **Policy Delegate(s)** on the purpose, scope, and Policy Factors for new or existing Policies.

7.9.4.3. Where a Policy has more than one **Policy Accountable Stakeholder**, and there is a dispute between the **Policy Accountable Stakeholder**, the Policy Sponsor's decision will be final.

7.9.4.4. The **Compliance Office** will assign, through consultation, at least one **Policy Accountable Stakeholder** to each Policy in accordance with the portfolio(s) most suited to the subject matter and individual scope of a Policy, in accordance with the Policy Development Framework – Guideline.

7.9.5. Policy Delegate(s)

7.9.5.1. **Policy Delegate** means an Employee whose role or shared role it is to:

7.9.5.1.1. assess the content of a Policy and its Related Instruments;

7.9.5.1.2. be the subject matter expert on the subject matter, Policy Factors, and definitions within a Policy; and

7.9.5.1.3. collect, hold, and assess data used for the evaluation of that Policy.

7.9.5.2. Where a Policy has more than one **Policy Delegate**, and there is a dispute between **Policy Delegates**, the **Policy Accountable Stakeholder's** decision will be final.

7.9.5.3. The **Compliance Office** will assign, through consultation, at least one **Policy Delegate** to each Policy in accordance the portfolio(s) most suited to the subject matter and individual scope of a Policy, in accordance with the Policy Development Framework – Guideline.

7.9.6. Policy Project Team

- 7.9.6.1. A Project Team will be assembled by the Policy Sponsor to work on a Policy Project and will be involved in the **Initiation** and **Planning stage** of Policy Development; this includes assisting the Policy Delegate by contributing to the first draft.
- 7.9.6.2. The Project Team will be constituted based on the needs of each individual Policy Project and should ideally have subject matter experts on the subject matter, Policy Factors and definitions within a Policy and be able to work as efficiently as possible.

7.9.7. **Policy Working Group**

- 7.9.7.1. A Policy Working Group is a formally constituted group mandated to consider the new Policy, comprising the Policy Sponsor, Policy Delegate and Key Stakeholders as identified by the Policy Sponsor.
- 7.9.7.2. Subject to the Policy factors, effect and reach, the structure of the Policy Working Group should mirror the structure of the University as closely as possible to ensure that no area of the University is being left out and that they have a voice to contribute to policy development.
- 7.9.7.3. The offices of Quality Management, Risk Management, and Compliance must always have a representative in a Policy Working Group.

7.9.8. **Other Policy Stakeholders**

- 7.9.8.1. Other Policy stakeholders must be identified during a Policy project in accordance with the Policy Development Framework – Guideline and may include:
 - 7.9.8.1.1. members of the University Community;
 - 7.9.8.1.2. University Committees;
 - 7.9.8.1.3. the Student Representative Council (SRC),
 - 7.9.8.1.4. Labour Unions and
 - 7.9.8.1.5. external stakeholders.

8. **POLICY PROJECTS**

8.1. There will be three types of Policy projects used to develop and manage Policies:

- 8.1.1. Policy Development;

- 8.1.2. Policy Refresh; and
- 8.1.3. Policy Review.

- 8.1.4. The **Compliance Office** will manage all Policy Development, Policy Refresh, Policy Review projects in accordance with the Policy Development Framework - Procedure.

8.2. Policy Development

- 8.2.1. Policy Development means the creation of an entirely new Policy.
- 8.2.2. Any member(s) of the University Community may 'suggest' that a new Policy be developed, but only the following may 'request' a new Policy to be developed:
 - 8.2.2.1. a Policy Approver; or
 - 8.2.2.2. a Policy Sponsor.

- 8.2.3. A suggestion or request for a Policy Development project must be in accordance with the Policy Development Framework – Procedure.

8.3. Policy Refresh

- 8.3.1. **Policy Refresh** means an amendment to an existing Policy and includes, but is not limited to:
- 8.3.1.1. upholding changes to legislation, strategic direction, operational planning and organisational structure;
 - 8.3.1.2. amending the wording of, combining or deleting, or introducing new Policy Factors;
 - 8.3.1.3. amending the name of a Policy; and
 - 8.3.1.4. removing non-Policy content.
- 8.3.2. Any member(s) of the University Community may 'suggest' that a new Policy be refreshed, but only the following may 'request' a Policy to be refreshed, a —
- 8.3.2.1. Policy Approver;
 - 8.3.2.2. Policy Sponsor; or
 - 8.3.2.3. Policy Accountable Stakeholder.
- 8.3.2.4. The suggestion or request for a Policy Refresh project must be in accordance with the Policy Development Framework - Procedure.

8.4. Policy Review

- 8.4.1. Policy Review means a thematic assessment and management of the University Policy Library on a given topic that includes but is not limited to:
- 8.4.1.1. Policy Development;
 - 8.4.1.2. Policy Refresh;
 - 8.4.1.3. Policy Rescission; and
 - 8.4.1.4. Minor Amendments.
- 8.4.2. Any member(s) of the University Community may suggest a Policy Review, but only the following may request a Policy Review:

- 8.4.2.1. a Policy Approver; or
- 8.4.2.2. a Policy Sponsor.

8.4.3. The suggestion or request for a Policy Review project must be in accordance with the Policy Development Framework – Procedure.

8.5. Minor Amendment

- 8.5.1. Minor Amendment means an amendment to an existing Policy that includes but is not limited to:
- 8.5.1.1. correcting mistakes;
 - 8.5.1.2. updating naming conventions;
 - 8.5.1.3. updating proper nouns;
 - 8.5.1.4. updating definitions;
 - 8.5.1.5. reformatting; and/or
 - 8.5.1.6. altering the interpretation section of a Policy.

8.6. Policy Rescission

- 8.6.1. Policy Rescission means a removal of a Policy from the University Policy Library.
- 8.6.2. The Compliance Office may perform a Policy Rescission outside of a Policy project without engagement only when directed by the Policy Approver.

8.7. Policy Fast-track

- 8.7.1. **Policy Fast-track** means a Policy Development or Policy Refresh in accordance with the Fast-track Process in the Policy Development Framework – Procedure.
- 8.7.1.1. **Policy Fast-track** is an interim arrangement done when there is an urgency to have a Policy in place.
 - 8.7.1.2. A **Fast-tracked** Policy Instrument shall not be operational longer than a year.

- 8.7.1.3. **Policy Fast-track** must be marked as a Fast-tracked Policy and shall cease to be operational once a Policy that followed the formal process has been approved.
- 8.7.1.4. The **Compliance Office** may perform a Policy Fast-track when directed to do so by the:
 - 8.7.1.4.1. Policy Approver; or
 - 8.7.1.4.2. Policy Sponsor.

8.8. Policy Delivery

- 8.8.1. The University will not publish new or amended Policies on the University Policy Library until the deliverables identified in the following documents for that Policy project have been completed:
 - 8.8.1.1. implementation plan;
 - 8.8.1.2. evaluation plan; and
 - 8.8.1.3. communication plan.

9. UNIVERSITY POLICY LIBRARY

- 9.1. University Policy Library means the approved mechanism for the University Community to access Policies and their Related Instruments.

10. POLICY ASSESSMENT PERIOD

- 10.1. The Policy Sponsors will assess Policies:
 - 10.1.1. at least every three years;
 - 10.1.2. to satisfy audit recommendations;
 - 10.1.3. in response to significant changes in the University's risk profile within its internal and external environments;
 - 10.1.4. in response to a change in strategic direction;
 - 10.1.5. in response to a change in operational planning and/or structure; and

10.1.6. in response to a change in legislation.

11. COMMONLY USED TERMS AND DEFINITIONS

- 11.1. **Working Day** means any day spent undertaking University Business.
- 11.2. **Unit** means any academic or administrative area of the University with its own University cost centre.
- 11.3. **Campus** means all locations under the control and administration of the University, including all the student accommodation and all University sporting and recreational facilities to the extent that the location/personnel are under the control and administration of the University.
- 11.4. **Child** means a person who is under 18 years of age or, in the absence of positive evidence of age, means a person who is apparently under 18 years of age.
- 11.5. **Committee Member** means an individual who is a member of a University Committee.
- 11.6. **Third Party Vendor/Service Provider** means any individual (excluding Employees) or an organisation working under contract with the University.
- 11.7. **Controlled Entity** means incorporated or unincorporated bodies that are legally recognised as being under the control or significant influence of University Council or the University.
- 11.8. **Delegate** means a person invested with the authority to carry out the powers, authorities, duties, functions, or commitments of the entity he/she represents.
- 11.9. **Delegation** means the formal assignment of powers, authorities, duties, functions, or commitments to fulfil official and legitimate commitments on behalf of the University.
- 11.10. **Whistle-blower** means any individual that makes a Disclosure.
- 11.11. **Disclosure** means the sharing of information about Concerning Behaviour.
- 11.12. **Employee** means an individual employed by the University.

- 11.13. **Executive Member** means a person occupying any of the following positions:
 - 11.13.1. Vice-Chancellor;
 - 11.13.2. Executive Director: Office of the Vice-Chancellor;


- 11.13.3. Deputy Vice-Chancellor: Research, Technology Innovation and Partnerships;
 - 11.13.4. Deputy Vice-Chancellor: Teaching and Learning;
 - 11.13.5. Deputy Vice-Chancellor: Operations;
 - 11.13.6. Registrar; and
 - 11.13.7. Executive Director: Finance.
- 11.14. Manager** means an individual who is responsible for controlling or administering an organisation or a group of staff.
 - 11.15. Person of Concern** means an individual involved in an incident that has been reported to the University.
 - 11.16. Report** means to provide a formal account or statement about Concerning Behaviour made to a Supervisor or Manager.
 - 11.17. Reporter** means an individual who makes a Report to the University.
 - 11.18. Researcher** means Academic Employees, Research Adjunct Employees, Research Students, Honorary Researcher Fellows and Visiting appointments engaged in Research.
 - 11.19. Council** is defined in the Institutional Statute: Cape Peninsula University of Technology.
 - 11.20. Student** means an individual enrolled at the University in one or more units towards a higher education award course or an enabling course or undertaking units through University Extension other than on an audit-only basis.
 - 11.21. Supervisor** means an individual who is responsible for day-to-day supervision of a member of the University Community.
 - 11.22. University** is defined in the Institutional Statute: Cape Peninsula University of Technology.
 - 11.23. University Activity** means engaging in study, work, recreation or other activities and services and performance of official duties for the University regardless of the location. These activities are usually organised by the university, student organisations or student government.
 - 11.24. University Business** means any work or official duties performed on behalf of a University Unit.
 - 11.25. University Community** means all individuals who engage in University Activity and/or use University Property.
 - 11.26. University Official** means any of the following:
 - 11.26.1. Council Members;
 - 11.26.2. Senate Members; or
 - 11.26.3. Employees.

- 11.27. University Property** means tangible and non-tangible things, belonging to or contracted to the University or members of the University Community, including campuses, facilities, and services.
- 11.28. University Time** means the hours of work stipulated in the employee's contract of employment or relevant Agreement as amended or varied from time to time.
- 11.29. Volunteer** means an individual who freely offers to take part in a University Activity.
- 11.30. Stakeholders** means individuals or groups who have an interest or investment in the success and operation of a University.

Breach of Policy

1. Failure to comply with this Policy by a member of the **University Community** may be considered a breach of the Code of Conduct and may result in disciplinary action.

Cape Peninsula University of Technology Policy Development Framework – Policy				
Policy Type(s):	A: Administrative Policy B: Institutional Policy			
Policy Group(s): Delete categories that are not relevant	A: Governance and Administration			
Type: Tick document category	Policy	<input checked="" type="checkbox"/>	Guideline	Manual
	Procedure	<input type="checkbox"/>	Regulation	Plan
CPUT Statute and/or Regulation Reference no. and date:	Cape Peninsula University of Technology Statute 2020			
Relevant Legislation and/or Policy, Codes of practice, Professional authorities:	<ul style="list-style-type: none"> • Constitution of the Republic of South Africa Act, 1996 (Act No. 108 of 1996) (The Constitution). • Higher Education Act, 1997 (Act No. 101 of 1997) as amended. • National Qualifications Framework Act, 2008 (Act No. 67 of 2008) as amended. 			
Relevant Institutional Policies/ documents/manuals/ handbooks	<ul style="list-style-type: none"> • CPUT Statute, Government Gazette No. 33202, 17 May 2010. • CPUT Ethics Framework. • Cape Peninsula University of Technology Strategic Plan: Vision 2030. • CPUT Code of Conduct for Staff. • CPUT General Handbook: Academic and Student Rules and Regulations. • CPUT Code of Conduct for Council Members. • CPUT Faculty/Department Rules and Regulations. • CPUT ERM Policy. • CPUT Compliance Management Policy. • CPUT Compliance Management Programme. 			
Policy Reference and Version no.:	The next number in the document index. To be inserted by the Compliance Office.			
Consultation Process To be verified and signed off before approval	<ul style="list-style-type: none"> • Risk Management. • Quality Assurance Management • CTS • Records & Archives • 1st PWG meeting took place in January 31st 2023 • 2nd PWG meeting took place in 27th March 2023 • News Flash publication 6th February 2023 			

Policy Owner/Sponsor					
Compliance Officers	Compliance Owners				
Certification of Due process: To be verified and signed once approved by the relevant authority	 _____ Vice Chancellor				<u>31.07.2023</u> Date
Approval Date		Commencement Date		Review Date	

REVISION HISTORY: Only applicable to amended or reviewed Policies. Record details of amendments/revision.					
Version No.	Approved/ Rescinded	Date	Approving Authority	Resolution Number/ (Minute number)	Date for next review (start date for review process)
1.0			Council		

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Policy Group (Broad Policy field)	Governance and Administration
Subject (Policy sub-field)	Policies
Reference Number	
Version Number	
Key Words:	Policy, Policy template, Policy framework, Policy approval, Policy review

End