



Policy on the development of a Trinity Policy

1. Context

The Trinity College Dublin Code of Governance (2013) commits Trinity College Dublin, the University of Dublin (hereafter Trinity) to establishing policies for quality assurance and equality under the Universities Act 1997 (Section 1.4) for the purposes of establishing, ascertaining, monitoring and improving the quality of education, training, research and related activities undertaken as part of the Qualifications and Quality Assurance (Education and Training) Act 2012 (Section 28).

Policies represent the official position of the University on any aspect of the institution's activities. They are a statement of intent that can be used to guide decisions. They are formally approved by the University Council or College Board (hereafter Council and Board) and have broad application across the University. Once approved, compliance with a University policy is mandatory.

2. Purpose

This policy establishes a standard and transparent process for the development, approval, implementation and review of a policy at Trinity.

3. Benefits

This policy, and the associated resources, attached as Appendices 1 – 2 and hyperlinked in the text, support the development, monitoring and review of policies at Trinity in a way that is transparent and consistent, and is aligned with relevant legislation, regulation and strategy.

4. Scope

This policy applies to the development, approval, implementation and review of academic and non-academic policies including policies that support corporate functions, the student experience, and national and transnational partnerships. Local policies should be developed in alignment with this policy.

5. Principles

Trinity Policies must:

- 5.1** Be developed in conjunction with the regulations in the University Calendar.
- 5.2** Be informed by national and international best practice.



- 5.3 Comply with [national legislation](#).
- 5.4 Comply with Trinity's [Accessible Information Policy](#) (date?)
- 5.5 Comply with Trinity's [Visual Identity Guidelines](#).
- 5.6 Align with relevant existing Trinity policies.
- 5.7 Be assigned an Owner who has overall responsibility for the implementation of the policy or procedure.
- 5.8 Be published on the relevant section of the Trinity website i.e. on the [Trinity Teaching and Learning \(TT&L\) website](#), for academic policies and procedures, and on the [Trinity homepage](#) for non-academic policies.
- 5.9 Undergo regular monitoring and review in order to ensure that they remain fit-for-purpose.

6. Definitions

- 6.1 **Legislation** is the laws and rules made by the government. University policy must comply with all relevant national and international legislation, where applicable (e.g. the [Universities Act \(1997\)](#), the [Qualifications and Quality Assurance \(Education and Training\) Act 2012](#), [Data Protection Act 2018](#), [Disability Act \(2005\)](#) etc.).
- 6.2 The Trinity [Statutes](#) constitute the basic law of the College and the University.
- 6.3 **Policies** represent the official position of the University on any aspect of the institution's activities. They are a statement of intent that can be used to guide decisions. They are formally approved by the Council or Board and have broad application across the University. Once approved, compliance with a University policy is mandatory.
- 6.4 **Procedures** describe how policies will be put into action. They establish who, what, where and when in relation to a policy, and establish accountability.
- 6.5 **Processes** outline the specific steps or actions that must be taken in order to implement a procedure.
- 6.6 **Guidelines** provide approved and recommended approaches to implementing a policy, but are not mandatory.
- 6.7 A policy **Owner** is the appropriate College Officer or Head of Area whose remit or responsibility covers the subject area of the policy.
- 6.8 The [University Calendar](#) contains general regulations regarding studying at Trinity, in addition to all information on undergraduate and postgraduate studies at Trinity.



7. Policy

7.1 Initiation and development (see [infographic](#)).

- 7.1.1 New policies are developed in response to (i) an identified risk or gap following internal or external feedback from stakeholders (students, staff, external reviewers, external examiners etc.), (ii) changes to legislation, (iii) institutional restructuring or (iv) strategic planning.
- 7.1.2 The appropriate College Officer (Senior Lecturer/Dean of Undergraduate Studies, Dean of Graduate Studies, Dean of Research, Vice-President Global Relations, etc.) should be consulted regarding the need to develop a policy.
- 7.1.3 The proposed policy or procedure should be drafted on the approved [Policy Template](#) (Appendix 1). The intended purpose of the policy or procedure and the rationale for its development should be clearly outlined by the proposer.
- 7.1.4 The proposed policy should be informed by research on existing policies in Trinity and in other institutions, and by international best practice.
- 7.1.5 The [Checklists for creating Policies](#), the [Guidelines for writing good Policies](#), and the [Document Hierarchy](#) (Appendix 2) should be employed and consulted during the drafting phase.
- 7.1.6 The proposed policy should be discussed with the relevant stakeholder groups before being circulated for consideration to the relevant academic committee via the appropriate.

7.2 Approval:

- 7.2.1 Approval of policies follows an agreed Approval Pathway (see [infographic](#)).
 - Academic Policies:
Proposed academic policies are circulated to (i) the Undergraduate Studies Committee, if the policy relates to undergraduate education, or (ii) to the Graduate Studies Committee, if the policy relates to postgraduate education, before being forwarded to Council for approval. Policies that relate to quality should also be considered by the Quality Committee and policies that relate to research should be considered by the Research Committee, before being considered by Council. Other committees may consider new policies before Council approval is obtained.
 - Non-academic Policies:
Proposed non-academic policies may be circulated to one of the following committees, as appropriate (i) the Finance Committee, (ii) the Human Resources Committee, (iii) the College Safety Committee, or (iv) Estates Policy



Committee etc. before being considered by Board. Other committees may consider new policies before Board approval is obtained.

- 7.2.2 A policy is effective from the date of Council or Board approval, as appropriate.

7.3 Communication:

- 7.3.1 Once approved, a policy or procedure is communicated to the relevant stakeholders and published on the [Trinity Teaching and Learning \(TT&L\) website](#) for academic policies, or the [Trinity homepage](#) for non-academic policies.
- 7.3.2 A stakeholder analysis should be conducted to identify who internally and externally is impacted by the policy.
- 7.3.3 A [communication checklist](#) is developed outlining the stakeholder groups that should be notified of the new policy or procedure, and this can inform a communication plan.
- 7.3.4 The communication plan should also facilitate provision of feedback by stakeholders to the relevant Owner on the policy.

7.4 Implementation and Review

- 7.4.1 The implementation of the policy should be monitored by the policy owner and feedback sought from stakeholders via agreed communication channels –Faculty Executive meetings, Heads of School meetings, Faculty and Student Union representatives on College committees, stakeholder surveys etc.
- 7.4.2 A policy should be reviewed three years after the date of initial approval by Council or Board. It should then be reviewed every three years, or sooner if there is a requirement to align with new legislation or a change in related policies.
- 7.4.3 The Review process should incorporate feedback from relevant stakeholder groups/users of the policy or procedure to make sure that it remains fit-for-purpose.

8. Responsibility

Responsibility for this policy lies with the College Secretary.

9. Related Documents

- 9.1 [The University of Dublin Calendar.](#)
- 9.2 [The Trinity College Dublin Code of Governance.](#)
- 9.3 [The Trinity Statutes.](#)



- 9.4 [Policy Template.](#)
- 9.5 [Checklists for creating Policies.](#)
- 9.6 [Guidelines for writing good Policies](#)
- 9.7 [Document hierarchy.](#)

10. Document Control

Date policy approved:

Date of next review:



DRAFT



Appendix 1: Policy template

Title

1. Context

This section outlines the landscape in which the policy is operating, including legislative, regulatory, financial, and strategic considerations.

2. Purpose (mandatory)

This section states the reason or rationale for the policy i.e. the issue that the policy seeks to address or the legislative obligations that require the policy to be developed.

3. Benefits

This section outlines the benefits of having the policy e.g. to provide clear, transparent, and easily accessible guidelines that consider the issue that the policy seeks to address.

4. Scope (mandatory)

This section states what groups or sections of the University the policy or procedure applies to. It should also outline groups or sections of the University to which a policy or procedure does not apply.

5. Principles (mandatory)

This section outlines the core values and beliefs that the policy articulates e.g. transparency, fairness, equity, impartiality etc.

6. Definitions (optional)

This section provides an explanation of key words or terms used in the policy and assists readers in understanding or implementing the policy.

7. Policy (mandatory)

This section outlines the details of the policy itself.



8. Responsibility

This section outlines the roles and responsibilities of the responsible College Officer involved in the implementation of the policy. Formal titles or positions should be listed rather than an individual's name.

9. Related Documents

This section outlines any documents or guidance material that relates to the policy and provides context and/or additional information to assist readers understand or implement the policy.

10. Document/version Control

This section outlines the date on which the policy was approved and by what Committee i.e. Council or Board, and the academic year during which the policy will be next due for review (three years following approval of the policy).

Approved by:

Date policy approved:

Date of next review:



Appendix 2: Document Hierarchy

