	MOUNTAINS OF THE MOON UNIVERSITY	**Minute 239/15th/MMU UC/Mar/26(a)**
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MOUNTAINS OF THE MOON UNIVERSITY

Policy Development and Review Guidelines

1.0 CITATION

This document will be cited as the ***"Mountains of the Moon (MMU) University policy Development and Review Guidelines, 2026"***

APPROVAL

Approved by the Mountains of the Moon University Council

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Signature

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Date of Approval 15/03/2026

ENG.DR.BEN MANYINDO

CHAIR PERSON UNIVERSITY COUNCIL.

2.0 Background

In July 2022, Mountains of the Moon University attained Public University status and as a result a University Council was constituted as the supreme organ of the Public University and as such, it became responsible for the overall administration of the objects and functions of the University. Section 40(2)b of University and Other Tertiary Institutions Act 2001 (as amended) mandates the University Council to formulate the general policy of the Public University.

Therefore, MMU as a growing University, trying to find its footing as a Public University in Uganda, tasked the University management to set up guidelines for policy development, management and operational procedures that will enable it achieve its mandate. The guidelines and/or procedures would provide a firm basis for Policy development and review.

Accordingly, the Mountains of the Moon University has prepared Policy Development and Review Guidelines to provide procedures on policy development, review, decommissioning, consultation and dissemination for effective operation of the University.

3.0 Purpose

The purpose of this document is to provide specific steps to be observed by the key stakeholders or University administration in the process to create/develop, review, revise, approve, publish, disseminate and rescind/decommission the University Policies and the related additional documents. The document will further provide a guideline for policymakers to navigate the complexities of policy development, considering all stakeholders and their unique perspectives.

4.0 Definitions

As part of this document, key terms will be applied. This Section, therefore, provides the definitions of the key terms used in this guideline as follows:

Term	Definition
1. Policy Owner	Refers to a Faculty or Administrative Unit head who proposes, develops and monitors a policy.
2. Policy Proposal	It is a document initiated by the Policy Owner detailing the rationale or the need for the development of a new Policy or the review of the existing Policy for.

	Term	Definition
		approval by Top University Management to commence the process for Policy development or Policy review.
3	Supplementary or Additional Documents	These may include documents such as guidelines, Policy briefs, regulations that are developed as directed by a policy or in fulfillment of/detailing/elaborating specific Sections of a Policy. These are anchored in a Policy.
4	Substantive Revision	A Substantive Revision is any change that modifies the substantive meaning of the Policy. Examples include changes in definitions, changes in persons covered, and significant changes in how the Policy is to be implemented or administered.
5	Non-substantive Revision	A Non-substantive revision is any change in the Policy that does not modify the substantive meaning of the Policy. Examples include updates to titles or names of responsible persons/offices, updates in the names/locations of offices, and grammar/typo/formatting corrections.

5.0 Procedures for Development and Review of University Policies

All policies whether under Academic Units (Faculty) or Administrative Units must follow a similar process for approval. Therefore, a Policy Owner is required to initiate the development of a new University Policy; or undertake a substantive Review of an existing Policy after a Policy Proposal has been approved by the Top University Management using **"the Policy Development/Review Form".**

The content under the Policy Development/Review Form shall include the following:

i. An overview of assessment regarding the need or rationale for the Policy Development or Policy review in terms of how the subject matter of the Policy broadly affects a large segment of the University operations;

ii. A statement on the existing legal provisions, regulations and polices with a clear justification that the policy gap cannot be addressed with the existing framework;

iii. A summarized description of the reasons for the proposed Policy development or Policy review, clearly indicating how it functions with, diverts from, negates or makes obsolete existing University/National policies;

iv. A summary of the content (course of action and/or governing principles) to be included in the proposed Policy;

v. A list of potential stakeholders who will be consulted during the Policy Development or Policy review process;

vi. High-level projected cost drivers and resources that will be required to develop, review and implement the Policy;

vii. Proof that the proposed Policy development or Policy review was discussed by the Committee of Deans and Heads of Department/Administrative Units; and

viii. Job position/title of the Policy Owner who will take lead in the development or review of the Policy.

5.1 New Policy Development Process.

On the basis of the approval described under para 5.0 above, the Policy Owner will develop a policy. Once the policy has been developed, a summary brief will be prepared to accompany the submission to TUM and the University Council for approval of the new Policy; and such a brief summary shall highlight the following:

i. A brief explanation of the Policy in terms of the affected areas for effective service delivery;

ii. A statement on the existing legal provisions, regulations and polices with a clear justification for which the policy gap cannot be addressed with the existing framework;

iii. A summary of the key policy parameters as approved by TUM under the Policy proposal;

iv. How the policy relate to the University Mission, Vision and priorities under the Strategic Plan;

v. Proof that the policy review process was inclusive and participatory to ensure policies reflect the diverse needs, values, and aspirations of the University Community. This includes a confirmation that the Faculty Deans, Heads of Department and Administrative Units approved the final draft before it is submitted to TUM for consideration.

vi. A statement from the University Legal Officer on legal implications of draft policy;

vii. A statement from the University Planner on the financial implications of the draft policy;

viii. Prayer – specifying the requested action; and

ix. Attachment of a clean copy of the new policy.

5.2 Policy Review Process

In the course of implementation of the approved policy, issues may come up regarding the effectiveness of the Policy. This calls for a revision. The revision of existing policies may result from scheduled, formal reviews or from changes in the environment or existing policies, laws, or regulations that necessitate realignment.

If the feedback indicates a need for revision of the policy, the Responsible Faculty Head/Head of Administrative Unit will observe the following processes to revise the policy.

After complying with the steps specified in Section 5.0, the Policy Owner will review the Policy. Once the policy has been reviewed, a summary brief will be prepared to accompany the submission to TUM and the University Council for approval of the revised Policy. The brief summary shall highlight the following:

i. A brief explanation of the policy in terms of the areas constraining the effective execution of the Policy, which require a revision, for improved service delivery;

ii. A statement on the that existing legal provisions, regulations and polices with a clear justification that the policy gap cannot be addressed by the existing policy and regulatory documents;

iii. A summary of proposed changes clearly specifying the sections under the old policy, the effect of such a provision and the proposed revision or deletion;

iv. Provide a justification in terms of how the proposed policy changes relates to the University Vision, Mission and priorities under the Strategic Plan for TUM and Council to appreciate the value addition for such a policy change;

v. Proof that the policy review process was inclusive and participatory to ensure that policies reflect the diverse needs, values, and aspirations of the University Community. This includes a confirmation that the Faculty Deans, Heads of Department and Administrative Units were consulted and approved the final draft before it is submitted to TUM for consideration.

vi. A statement from the University Legal Officer on legal implications of proposed changes to the policy.

vii. A statement from the University Planner on the financial implications of repetition proposed changes under the policy.

viii. Prayer – specifying the requested action; and

ix. Attachment of a clean copy of the revised policy.

6.0 Principles Governing this Policy Development or Review Guideline.

For purposes of executing this guideline, the following principles shall apply:

i) **Policy Rescission/decommissioning.** Requests to rescind or decommission a University Policy shall follow the processes described in Section 5.0. The University Secretary shall ensure that rescinded policies are no longer accessible on the University Policy Manual/communication portals.

ii) **Treatment of Supplementary/Additional Documents.** In case of revision of a policy, supplementary/additional documents affected by the changed policy sections will also be reviewed or where deletion has occurred will cease to be of effect upon approval of the reviewed policy. Where a policy has been decommissioned/rescinded the supplementary/additional documents will cease to be of effect.

iii) **Minor revisions to the policy.** The Top University Management may make minor revisions that do not change the substance of a policy such as changing links, changing references to other policies or documents, changing position titles) without completing the formal approval process; and accordingly inform the University Council.

iv) **Policy Review:** All Policies shall be reviewed within a period of at least five years or as and when Council may deem it appropriate. It is the responsibility of the Policy Owner (Faculty Head or the Head of Administrative Unit) to ensure that the Policy is reviewed or updated within the stipulated timelines. Each policy shall specify a "review date" and such a policy shall remain in effect even if its review date has past.

v) **Publication and Distribution of New Policies or Reviewed University Policies**

Once the new Policy or revised Policy has been approved by University Council, the University Secretary will ensure that the policy is published in the University Policy Manual and all University communication portals for all University stakeholders to reference, by ensuring that:

a. the University community is notified, through all communication channels, that a new policy has taken effect;

b. copies (soft/hard) are availed with a request for the various Faculty Deans and Administrative Units to distribute the Policy within their respective areas of operation; and

c. digital copies of old, expired versions of revised policies are archived and maintained in line with the legal provisions.

7.0 Monitoring and Review of Existing Policies

It is the responsibility of the Policy Owner (Faculty Head or Head of Administrative Unit to ensure that:

a. There is an effective monitoring and evaluation of the ongoing implementation of any policy over which they have authority;

b. University Policies remain in compliance with related external policies, laws, and regulations and bring to the attention of the University Council any changes in related internal or external policies, laws, or regulations that may necessitate a change of the University Policy.

c. University Policies are reviewed every five years, at a minimum, or as and when the University Council deems it appropriate.

8.0 Date of Approval of a New Policy or Revised Policy:

The effective date for the newly developed or reviewed policy as well as the guideline shall be the date of approval by the University Council.