



European Graduate School (EGS) Policy Review

This policy establishes guidelines and procedures for the regular review, revision, and development of university policies at the European Graduate School ("the EGS") to ensure they are relevant, effective, and in line with best practices in higher education and with current regulations.

1. Scope

This policy applies to all university-wide policies, hereafter referred to as "policies." It does not pertain to department-specific or unit-specific policies, though those entities may adopt similar practices.

2. Review Schedule

All policies will be reviewed on a rolling basis every three (3) years. Policies may be reviewed more frequently if :

- a. significant changes occur in the regulatory environment;
- b. there are notable shifts in best practices in higher education;
- c. or, as deemed necessary by executive committee or stakeholder feedback.

3. Policy Review Committee (PRC)

- a. A Policy Review Committee has been established, consisting of representatives from:
 - i. University Executive Members,
 - ii. Administration Members,
 - iii. and other relevant units as needed.
- b. The PRC will be responsible for:
 - i. reviewing existing policies,
 - ii. recommending revisions,
 - iii. overseeing the development of new policies,
 - iv. gathering feedback from stakeholders,
 - v. and ensuring consistency across all university policies.

4. Review Process

The PRC will review the policy, considering feedback and current best practices. If necessary, a revised draft of the policy will be prepared. After considering all feedback, the PRC will finalize the revision and submit it to the EGS Board of Trustees for approval.

5. Development of New Policies

New policy proposals can be submitted by any member of the EGS community. The proposal will undergo an initial assessment by the PRC. If deemed necessary, the PRC will oversee the drafting of the new policy. The finalized draft will be submitted to the EGS leadership for approval.



6. *Policy Archiving*

Old versions of policies will be archived for historical reference, with the date of revision noted.

7. *Communication*

All policy changes will be communicated to the EGS community. Policies and their review dates will be publicly available on the EGS's websites and other means of official communication.

8. *Exceptions*

Exceptions to this review process may be made at the discretion of EGS leadership, particularly in urgent situations where policies need rapid adjustments.

9. *Policy Updates, Amendments, and Modifications*

This Policy of Policy Review may be amended following the same review procedures as other institutions-wide policies :

- a. This policy is subject to change at the discretion of the EGS.
- b. This policy will be reviewed periodically and updated as necessary to reflect changes in EGS policies and procedures.
- c. Any changes to the policy will be communicated to students through the EGS websites and other means of official communication.