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Institutional Governance Framework

GOV-001 | Governance and Quality

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INSTITUTIONAL REGULATIONS & POLICIES | IEU

Institutional Governance Framework

DOCUMENT CONTROL / GOV-001

Document ID	GOV-001
Document family	Governance and Quality
Document custodian	Institutional Governance Secretary
Version	1.0
Edition date	18 October 2026
Review cycle	Annually and following material change

1 Purpose and applicability

Defines internal governance functions and document accountability for IEU. The provisions govern the activities within the defined IEU service scope; applicable programme-specific contracts and verified rules of a separate awarding institution govern award requirements wherever relevant.

2 Policy requirements

- 01 Strategic oversight, academic standards, administrative delivery and quality assurance have distinct responsibilities.
- 02 A documented delegation matrix identifies who may approve programs, policies, contracts, public claims and exceptions.
- 03 Committees or posts are not described as formally appointed unless evidence of appointment exists.
- 04 Material conflicts of interest are declared and managed before decisions.
- 05 Decisions are recorded with rationale, date, decision-maker role and review route.
- 06 The governing authority maintains a controlled register of policies and annual oversight reviews.

3 Operational procedure

Trigger: Appointment, delegation, policy approval or material institutional decision

- 01 Maintain an organizational responsibility map with only evidenced appointments and delegated powers.
- 02 Record material decisions, conflicts disclosures and authority checks before commitments.
- 03 Control policy issuance and changes through the central policy register.
- 04 Track decisions requiring escalation to a governing or external authority.

4 Responsibilities and evidence

Accountable process owner. Institutional Governance Secretary maintains implementation, staff guidance, case processing and reporting. Academic decisions requiring external award authority must be referred according to the verified programme arrangement.

Minimum evidence. Delegation matrix; appointments; conflict register; decision minutes; policy register.

Record protection. Keep case files, decisions and correspondence in access-controlled systems; apply an approved retention schedule and document transfers to relevant partners. Do not publish personal or confidential records.

5 Exceptions, concerns and review

Exceptions. Material deviations require a written rationale, authorization by a role with the appropriate delegation, and a record of any impact on students or staff. No local exception may override mandatory law or a controlling awarding-body requirement.

Challenge and escalation. Explain the applicable complaints, academic appeals or rights-request route to affected persons. Refer safety concerns, integrity incidents, data incidents, conflicts of interest or disputed award claims to the designated specialist authority.

Monitoring. Conduct an annual governance review and closure audit of outstanding actions.

6 Linked institutional controls

Related controls, where relevant: Academic Regulations (ACD-001); Academic Integrity (ACD-003); Student Complaints (STU-004); Academic Appeals (STU-005); Quality Assurance (QUA-001); Privacy and Student Records (DIG-001); Academic Partnerships and Award Information (PAR-001).

7 Document information and periodic review

Document series	IEU Regulations & Policies
Institution	International European University (IEU)
Applicability	See section 1 and programme-specific terms
Student enquiries	Use the IEU contact and support routes
Document maintenance	Controlled by the responsible function