

Policy Code	Policy Name		
DAU 2-4	Institutional Documents Revision, Approval and Archiving Policy		
Responsible Executive	Current Revision Date	Next Revision Date	
-Institutional Research & Archiving Unit (IRAU) -Directorate of Quality Assurance	10/2023	10/2027	

1. Policy Purpose

This policy guides the process of revision, approval and archiving of institutional documents at DAU.

2. Policy Scope

This policy is applicable to all DAU Main Institutional Documents.

3. Policy Statement

In collaboration with the academic and non-academic units at the university, the Institutional Research & Archiving Unit (IRAU) monitors the main institutional documents with the relevant appendices and issues and ensures that they are updated according to the decisions, regulations and instructions issued by the Ministry of Education, Education and Training Evaluation Commission, and other government agencies. The University Council approves the revised institutional documents after the updates have been completed. When approved, the IRAU publishes the latest version across various communication channels and archives the previous version.

Table 1: DAU Main Institutional Documents

No.	Main Institutional Documents
1.	Policies and Procedures Manual
2.	DAU Quality Manual
3.	Undergraduate Student Catalog
4.	Graduate Student Catalog
5.	Faculty Members and Staff Manual
6.	Student Handbook

4. Related Policies/ Documents/ Forms			
<p>-DAU 1-9 Policy on Policies. -DAU 2-1 Quality Assurance Policy and Procedures</p>			
5. Document History			
Version	Issue/ Rev. Date	Updated Information/ Summary of changes	
1	10/2023	1 st issue of the policy	