



BRAINAE UNIVERSITY

**Document Control and Review
Policy**

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Contents

I. GENERAL PROVISIONS.....	3
1. Vision.....	3
2. Mission.....	3
3. Core Values.....	3
II. Document Control and Review Policy.....	3

I. GENERAL PROVISIONS

1. Vision

To excel internationally with quality education, research and innovative service to the community

2. Mission

To be a locomotive of the sustainable development in the World by developing competency in educational practices

3. Core Values

BU is a singular and multi-partners educational institution offering a wide range of academic and professional studies. As such, we provide opportunities for trainee to pursue a variety of programs; some are quite specialized in nature, others that are multi-disciplinary and/or problem-based in focus - and to undertake their studies at different locations across the world, both through classes at designated open and through access to distance learning.

- Affordability
- Collegiality
- Commitment to professionalism and social accountability
- Humility
- Integrity
- Kindness
- Loyalty
- Spirituality
- Transparency
- Trustworthiness

II. Document Control and Review Policy

1. A new or revised final draft documents should be approved by related department manager first, then from the deanship of quality assurance and finally from chancellor office.

2. Policies and procedures document or any document under BRAINAE University Should be reviewed at least every 3 years or on demand as needs emerge.
3. Any document should be identified as version 1 when it is a new document or if a document changes the type. For any major modification or correction, the next consecutive number should be considered in the version number. In addition, for any minor modification the decimal point with integer of the version should be considered such as 1.1 version or 1.2 version etc.
4. The document format and template should be in the form provided by BRAINAE University if it is available or any format follow national or international standard if it is not available. The cover page of this document must have at least the BRAINAE University official logo, document title, version number, date created and date reviewed.
5. Both softcopy and hardcopy should be available for any document. At least one copy must be archived in the chancellor office, deanship of quality assurance or official archived room. Electronic version of the document is preferable to be in BRAINAE University website.
6. The approval should be given for the document which has a good format and content. The content must have references and the template must be approved by university of Sharjah.
7. Any external or internal comments from evaluators to the document should be taken in the consideration and it leads to review the document.
8. Version number should be clear and visible for reviewer.
9. Saving hardcopy and softcopy of each document gives BRAINAE University the opportunities for register history of modification and continuous improvement.