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|  <b>Universidad César Vallejo</b> | <b>INSTITUCIONAL POLICY</b> | Code : F02-PD-PR-02.11<br>Version : 00<br>Date : 15-05-2026<br>Page : 1 de 3 |
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## Institutional policies management

Effective date: July 27th, 2026

**Code:** PD-PL-02.02

**Version:** 00

### Content

#### I. Approval

| Action   | Responsible                                  | Date                          | Signature and/or seal                                                                 |
|----------|----------------------------------------------|-------------------------------|---------------------------------------------------------------------------------------|
| Proposed | Vice Chancellorship of Institutional Quality | March 09 <sup>th</sup> , 2026 |    |
| Drafted  | Vice Chancellorship of Institutional Quality | March 12 <sup>th</sup> , 2026 |   |
| Reviewed | Directory                                    | July 24 <sup>th</sup> , 2026  |  |
| Approved | General Shareholders Meeting                 | July 25 <sup>th</sup> , 2026  |  |

#### II. Purpose

The university establishes an institutional system for the development, implementation, assessment, and continuous improvement of policies and procedures through an interactive process involving members of the university community, the Board of Trustees, and other previously identified relevant stakeholders. The university maintains a systematic and ongoing process for reviewing and updating institutional policies and procedures, or both, to ensure that the institution's mission is fulfilled and that the quality of education provided meets the educational needs of higher education.

#### III. Scope

This policy must be followed by all members of the university community, Authorities, Governing Board from the main campus and all branch campuses in all of its modalities.

#### IV. Legal basis

- Middle States Commission on Higher Education (MSCHE), requirements for accreditation current standards, requirements of affiliation, expected evidence by standard, policies, procedures, and federal regulations.
- Quality Assurance Criteria and Guidelines for the European Higher Education Area (ENQA).
- SINEACE models for institutional and program accreditation

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| Drafted |  Vice-Chancellorship of Institutional Quality | Reviewed |  Institutional Quality System | Aproved |  Chief Executive Officer |
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- University Organization and Operating Regulations.
- ISO 9001:2015 Standard. Quality Management Systems (Clauses 5.2, 6.2, and 9.3).
- ISO 21001:2018 Standard. Management Systems for Educational Organizations (Clauses 5.2, 6.2, and 9.3).
- ISO 45001:2018 Standard. Security and Health at Work.
- UCV Quality Assurance Manual.
- Other related external regulations

## V. Terms of reference

**Institutional Policies:** A set of institutional, academic, or administrative principles, standards, and requirements developed and implemented in accordance with applicable laws, external regulations resulting from membership in international organizations, the requirements of national and international accrediting bodies, and the institution's internal bylaws and regulations. They guide the conduct of the university community and senior academic and administrative officials. They serve as a "roadmap" to ensure that all of the institution's actions are consistent with its mission, vision, and values.

**Guidelines:** Guidelines are based on effective practices and can provide guidance to the university community regarding the application of regulatory or institutional standards, statutes, and/or rules.

**Procedures:** Procedures define a series of steps, a method, or a course of action to be followed in implementing policies and procedures.

**Handbooks:** Handbooks may refer to policies and provide procedures or guidelines to help members of the university community implement policies and procedures, as well as carry out their activities.

**University community:** The academic community comprising students, faculty, alumni, and non-faculty staff (UCV Statutes, third final provision).

**Senior Management:** Composed of the university's governing bodies: General Shareholders' Meeting, Board of Directors, University Council, General Management, Rector's Office, Vice-Rectors' Offices, and General Directorates (UCV Statutes, Art. 5).

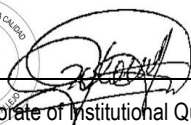
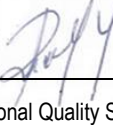
**Administration and Norms Council:** An advisory body that receives policy proposals to evaluate their relevance and coordinate the development of a proposal with the academic and/or administrative areas involved.

**External Regulations:** The UCV's participation as a member of accreditation systems, membership in international higher education associations, and participation in international inter-university networks may entail a commitment to comply with supranational regulations. This is the case with membership in the MSCHE accreditation system (federal regulations).

## VI. Policy statement

The university maintains written policies and procedures that govern the general operation of the organization and the specific day-to-day functions of each campus, consistent with the institutional mission and objectives, to ensure the quality of educational offerings and administrative management.

Within this framework, César Vallejo University establishes that all institutional policies are binding and must be complied with by academic and administrative units, as well as members

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| Drafted | <br>Vice-Chancellor of Institutional Quality | Reviewed | <br>Institutional Quality System | Aproved | <br>Chief Executive Officer |
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of the university community, within the scope of their duties and responsibilities. Their formulation, approval, implementation, modification, evaluation, and/or repeal are carried out in accordance with the Statutes, General Regulations, and applicable internal and external legal regulations (national and international).

Policies and procedures are reviewed periodically, both formally and informally, promoting the participation of members of the university community. The University administration works in coordination with the Vice Rectors, Deans, Directors of academic or administrative units, and faculty representatives to introduce new policies, improve, or modify existing ones.

## VII. Objectives

### General:

Standardize the process for developing, reviewing, amending, evaluating, or repealing institutional policies, in accordance with the University's objectives and applicable internal and external regulations.

### Specific:

- O1: Implement standardized procedures for the development, review, modification, evaluation, or repeal of institutional policies in compliance with current internal and external regulations.
- O2: Establish standardized mechanisms for evaluating the effectiveness and impact of institutional policies and their contribution to the University's objectives and continuous improvement.
- O3: Communicate institutional policies to the university community.

## VIII. Procedure:

See the "Development, updating and evaluation of institutional policies" procedure.

## IX. Evaluations and indicators:

The evaluation will be based on indicators and targets that will be reported through the Institutional Quality Department's performance dashboard. Details regarding the frequency of the evaluation are provided in the attached procedure. The results of the assessment and impact analysis will guide decision-making.

## X. Attachments:

"Development, updating and evaluation of institutional policies" procedure.

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