

# Policy Review Schedule

## 1. Overview

The Rhein-Sieg Institute of Art & Design gGmbH (RSIAD) maintains a structured Policy Review Schedule to ensure that all institutional policies and academic regulations remain current, effective, and aligned with:

- applicable legislation
- Middlesex University requirements
- UK Quality Code expectations
- institutional development needs

Unless otherwise specified, policies are reviewed annually or in response to significant regulatory or organisational change.

## 2. Policy Review Register

| Policy / Procedure                          | Owner                            | Last Approved | Review Cycle | Next Review Due |
|---------------------------------------------|----------------------------------|---------------|--------------|-----------------|
| <b>Data Protection Policy</b>               | Managing Director / External DPO | Feb 2026      | Annual       | Feb 2027        |
| <b>Cyber Security Policy</b>                | IT Coordinator / Growitec GmbH   | Feb 2026      | Annual       | Feb 2027        |
| <b>Risk Management Policy</b>               | Managing Director                | Feb 2026      | Annual       | Feb 2027        |
| <b>Business Continuity Plan</b>             | Managing Director                | Feb 2026      | Annual       | Feb 2027        |
| <b>Academic Governance Framework</b>        | RSIAD Academic Board             | Feb 2026      | Biennial     | Feb 2028        |
| <b>Academic Appeals Procedure</b>           | RSIAD Academic Board             | Feb 2026      | Biennial     | Feb 2028        |
| <b>Academic Misconduct Procedure</b>        | RSIAD Academic Board             | Feb 2026      | Biennial     | Feb 2028        |
| <b>Deferral Procedure</b>                   | RSIAD Academic Board             | Feb 2026      | Biennial     | Feb 2028        |
| <b>Extenuating Circumstances Procedure</b>  | RSIAD Academic Board             | Feb 2026      | Biennial     | Feb 2028        |
| <b>AI in Teaching and Assessment Policy</b> | Academic Board                   | Feb 2026      | Annual       | Feb 2027        |
| <b>Safeguarding Policy</b>                  | Safeguarding Committee           | Feb 2026      | Biennial     | Feb 2028        |

### **3. Status Statement**

This schedule is maintained as a live institutional control document and is reviewed periodically by the RSIAD Academic Board. Updates are made in response to regulatory developments, partnership requirements, and institutional growth.

