

INTERNATIONAL BUSINESS UNIVERSITY (IBU)

POLICY CONTROL

Policy Number	1036
Policy Title	IBU Policy on Review of Facilities and Learning Resources
Policy Owner / Responsible Offices	Facilities Management and IT Services, in consultation with Academic Affairs
Approval Authority	University Secretary
Applies To	All IBU faculty, employees, students, and visitors using IBU physical or digital facilities
Approval Date	November 28, 2025
Effective Date	November 28, 2025
Review Date/s	Every three years from the approval date
Revision Date/s	–
Revision Implementation Date/s	–

1. INTRODUCTION AND BACKGROUND

International Business University (IBU) delivers academic programs through a combination of physical campuses, learning sites, and digital learning environments, including hybrid and fully online delivery. The quality, safety, accessibility, and adequacy of these facilities and learning resources are essential to effective teaching, learning, research, and institutional operations.

To meet institutional objectives and external regulatory expectations, IBU must periodically and systematically review its facilities and learning resources. This policy establishes the institutional framework through which such reviews are conducted to ensure ongoing compliance, effectiveness, and continuous improvement.

2. PURPOSE

This policy establishes the framework for the systematic review of IBU's physical and digital facilities and learning resources to ensure that they remain adequate, accessible, safe, and aligned with the University's academic, research, and operational needs. This policy ensures continuous alignment of IBU's facilities and learning resources with program delivery standards required by PEQAB, the Ministry of Colleges and Universities Research, Excellence and Security (MCURES), and other accrediting, quality assurance, or audit bodies, including the International Student Program (ISP) – Designated Learning Institution (DLI) inspection process.

In fulfilling this purpose, the policy supports institutional accountability, risk management, and quality assurance by establishing structured review cycles, defined responsibilities, and documented outcomes that inform planning, budgeting, and strategic decision-making.

3. POLICY STATEMENT

IBU is committed to maintaining facilities and learning resources that are fit for purpose, equitable, accessible, safe, and sustainable. The University will systematically evaluate and improve its physical and digital environments to support high-quality academic delivery, institutional operations, and compliance with applicable regulatory and accreditation requirements.

4. APPLICABILITY

This policy applies to all IBU faculty, employees, students and all visitors to an IBU facility comprising all campuses, learning sites, and digital learning environments (including hybrid and online delivery) that includes:

- All classrooms, laboratories, and instructional spaces.
- Libraries and information resources (digital and physical).
- IT infrastructure supports teaching, learning, and administration including third-party hosted technologies.
- Student support, administration, and communal areas.
- Accessibility and health & safety compliance within all learning environments.

5. DEFINITIONS

Facilities

All physical spaces owned, leased, or operated by IBU, including classrooms, offices, communal areas, and support spaces.

Learning Resources

Physical and digital resources that support teaching and learning, including libraries, databases, learning platforms, instructional technologies, and academic software.

Digital Learning Environment

Online and hybrid platforms and systems used for course delivery, assessment, communication, and academic administration.

Prohibited Conduct

Any activity or behavior occurring in or on University Facilities that violates IBU policies or applicable laws.

6. POLICY

6.1 PRINCIPLES

- **Fitness for Purpose** – Facilities and resources must support the effective delivery of learning and teaching. IBU Facilities are located on private property and are intended to be used primarily to support the ordinary functioning of the University.
- **Equity and Accessibility** – All students and staff must have equitable access to safe, inclusive, and fully functional learning environments.
- **Continuous Improvement** – Regular evaluation will identify opportunities for innovation and enhancement.
- **Sustainability** – IBU will manage resources responsibly, promoting environmental and operational sustainability.
- **Stakeholder Involvement** – Reviews will incorporate feedback from students, faculty, and staff.
- **Use of Facilities** – IBU may direct, limit or terminate any activity or gathering occurring in or on University Facilities which violates IBU policies.
- **Conduct** – No person shall engage in Prohibited Conduct while using IBU Facilities.

6.2 RESPONSIBILITIES, REVIEW PROCESS AND FREQUENCY

The responsibility and authority for adherence and review of this policy resides with the Facilities Management and IT Services, in consultation with Academic Affairs. However, the President & Vice-Chancellor is accountable for the overall integrity of IBU, including the sound and effective management of IBU's human, financial and physical resources, and has the authority and responsibility for exercising general supervision over the operation of IBU and over the use of University Facilities.

Scheduled Review Activities

Activity	Responsible Office / Role	Frequency	Output
Annual Facilities Audit	Facilities Management, reviewed by Operations	Annual (around June annually)	Facilities Review Report (with maintenance and upgrade plan)
Learning Resources Evaluation	Library & Academic Affairs	Annual	Learning Resources Effectiveness Report
Digital Learning Infrastructure Review	IT Services in collaboration with Academic Affairs	Annual	E-learning and Systems Evaluation Report
Comprehensive Strategic Review	Cross-functional task force (Operations, Academic Affairs, IT, Student Services)	Every 3 years	Comprehensive Facilities and Learning Resources Report
Mid-cycle Health & Safety Audit	Facilities Management	Annual	Safety and Accessibility Compliance Report

6.3 PROCEDURES

- **Planning:** The Support Services division will issue an annual review schedule each spring semester, outlining timelines and responsibilities.
- **Data Collection:** Facilities and IT teams will collect quantitative data (usage rates, downtime, capacity, and maintenance records). Qualitative feedback will be gathered from students, faculty, and staff via surveys and focus groups.

- **Evaluation:** We will benchmark against academic delivery needs, technology standards, and accessibility legislation. Identify deficiencies and areas for enhancement.
- **Reporting:** Draft reports will be reviewed by the University Secretary's Office for compliance and completeness. Final recommendations will be presented to the Senior Leadership Team and Academic Board.
- **Action Planning:** Each department will produce a short-term (1 year) and long-term (3–5 year) plan addressing identified gaps. Progress will be tracked through the institutional Quality Improvement Framework.

6.4 GROUNDS FOR DEFERRAL OR DECLINE OF REQUESTS FOR UPGRADE / NEW RESOURCE

- The resource is not demonstrably aligned with curriculum or institutional priorities.
- Existing facilities already meet the stated needs.
- The cost or implementation timeline exceeds the available budget.
- The proposal does not meet sustainability or accessibility criteria.
- The resource or facility falls outside the current strategic or academic plan.

6.5 MONITORING AND REPORTING

The University Secretary, alongside the Academic Quality Committee and Audit & Risk Committee will receive biennial reports detailing:

- Progress against previous recommendations
- Emerging risks and mitigation measures
- Planned investments and upgrades

7. ROLES AND RESPONSIBILITIES

- **Facilities Management and IT Services:** Conduct reviews, audits, and reporting activities.
- **Academic Affairs:** Ensure alignment of facilities and resources with academic delivery needs.
- **President & Vice-Chancellor:** Exercise overall oversight of institutional resources and facilities governance.

- **University Secretary:** Ensure compliance, documentation integrity, and reporting to governance bodies.

8. REVIEW

This policy should be reviewed every three years or earlier if a significant change in facilities, learning technology, or delivery mode occurs.

9. COMPLIANCE PROCEDURES

Compliance with this policy is mandatory. Failure to adhere to established review, reporting, or facilities-use requirements may result in corrective action in accordance with applicable IBU policies.

10. EVALUATION AND QUALITY ASSURANCE

IBU ensures quality and effectiveness through documented reviews, governance oversight, audit processes, and integration with the institutional Quality Improvement Framework.

11. RELATED DOCUMENTS

IBU Academic Quality Assurance Framework