Policy Template

# Title

## Context

This section outlines the landscape in which the policy is operating, including legislative, regulatory, financial, and strategic considerations.

## Purpose (mandatory)

This section states the reason or rationale for the policy i.e. the issue that the policy seeks to address or the legislative obligations that require the policy to be developed.

## Benefits (optional)

This section outlines the benefits of having the policy e.g. to provide clear, transparent, and easily accessible guidelines that consider the issue that the policy seeks to address.

1. **Scope (mandatory)**

This section states what groups or sections of the University the policy or procedure applies to. It should also outline any groups or sections of the University to which a policy or procedure does not apply.

## Principles (mandatory)

This section outlines the core values and beliefs that the policy articulates e.g. transparency, fairness, equity, impartiality etc.

## Definitions (optional)

This section provides an explanation of key words or terms used in the policy and assists readers in understanding or implementing the policy.

## Policy (mandatory)

This section outlines the details of the policy itself.

1. **Policy Owner**

This section should identify the College Officer or Head of Area who owns the policy whose remit or responsibility covers the subject area of the policy. Formal titles or positions should be listed rather than an individual’s name.

1. **Responsibility and Implementation**

This section outlines the roles and responsibilities of the responsible College Officer involved in monitoring the implementation of the policy. Responsibility should be assigned to an individual position/role rather than to an Area or a Committee.The position (e.g. Head of School/Unit/Division or Director of TRI) responsible for local implementation of the policy should also be listed.

## Related Documents

This section outlines any documents or guidance material that relates to the policy and provides context and/or additional information to assist readers understand or implement the policy. Any related policies impacted by the policy should also be listed.

1. **Document/version Control for New Policies**

This section outlines the date on which the policy was approved and by what Committee i.e. Council or Board, and the academic year during which the policy will be next due for review (no longer than three years following initial approval of the policy and three to five years thereafter or as required).

Approved by:

Date policy approved:

Date of next review:

Officer responsible for review:

## Document Control for Revised Policies

11.1 Date of initial approval:

11.2 Date revised policy approved:

11.3 Date policy effective from:

11.4 Date of next review: Academic Year xxxx/xxxx