



Title

1. Context

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

2. 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.

3. Benefits

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.

4. Scope (mandatory)

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

5. Principles (mandatory)

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

6. 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.

7. Policy (mandatory)

This section outlines the details of the policy itself.

8. Responsibility

This section outlines the roles and responsibilities of the responsible College Officer involved in the implementation of the policy. Formal titles or positions should be listed rather than an individual's name.



9. 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.

10. Document/version Control

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 (three years following approval of the policy).

Approved by:

Date policy approved:

Date of next review: