# Title of Policy

Subtitle or subject matter

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## Introduction

* 1. The introduction should briefly explain the purpose of the Policy and set the scene.
  2. It should include the aims and objectives of the Policy and the statutory or regulatory requirements which may be addressed by the Policy.

## Scope

* 1. Use the Scope to specify who the document applies to (i.e. all Students and all Staff or only parts of the University population).
  2. Where there are specific groups that the Policy does not apply to, specify these groups as it may not be obvious.
  3. Specify what is and is not included within the remit of the Policy.

## Glossary [where necessary]

* 1. This section can be used to explain terms which may have a specific meaning or where you are using jargon which may not be understood by a non-specialist.

## Responsibilities

This section should be used to outline the responsibilities borne by different areas of the University. This can be committees or groups departments, particular types of members of staff or individual office holders.

Examples may include the following:

### Council

* 1. The

### Senate

* 1. The

### Executive Board

* 1. The

### Vice Chancellor

* 1. The

### Senior managers

* 1. The

### Line managers

* 1. The

### Employees

* 1. The

### Students

* 1. The

## General principles / Policy statements

* 1. This section is where the individual elements of the policy should go and is the main section outlining the University’s position or the rules of the Policy.
  2. If the Policy is long, split the main body into numbered sub-sections.
  3. You should:
     1. write clear and brief policy statements relevant to the target audience;
     2. ensure the document contains clear and unambiguous rules, guiding principles and instruction;
     3. include diagrams, tables or flowcharts in Appendices rather than in the policy if these are relevant to the target audience, otherwise refer to them and who is authorised to approve them but do not make them part of the Policy.
  4. Do not include duplicated content either by repeating elements contained in this Policy or restating elements from other Policies / Regulations etc.
  5. The main body of the Policy should be Lucida Sans 12pt.
  6. The line spacing should be 1.15 line spacing, paragraph spacing 0pt before and 6pt after. Use indents and page breaks rather than the space bar and line returns.
  7. Section headings are Lucinda Sans 16pt with paragraph spacing 18pt before and 6pt after.
  8. Subsections are not numbered, and the font should be Lucinda Sans 14pt indented by 2cm with paragraph spacing 12pt before and 6pt after.
  9. Use the styles set within this document as this will help to ensure the Word document is accessible for screen readers. It also makes conversion to an accessible pdf version of the document easier when publishing on the University Policy pages.

### Implementation [optional]

* 1. Include in this section how the Policy will be implemented across the University. You may, for example, plan a programme of training to ensure all staff are aware of their responsibilities or have a communications plan to roll out a new Policy area.

### Consequences of Non-compliance [optional]

* 1. Where appropriate, you may wish to specify what may happen when a Policy is not followed. Where a member of staff or a student may be sanctioned as a result of non-compliance, this should be included as a distinct statement.
  2. Reference should be made, where relevant, to existing disciplinary policies and procedures.

## Monitoring and review

* 1. This section is to be used to state how you will ensure that the Policy is being complied with along with how long this version of the Policy is to be in force before it is reviewed or revised.

## Related policies and standards / documentation

* 1. List the internal policies / regulations or external laws, regulatory guidance etc. directly related to this Policy.

## Appendices

List any appendices including flowcharts and tables.

Appendix A: Flowchart of the …

## Document and version control information:

| **Version control information heading** | **Details** |
| --- | --- |
| **Owner** | Role, Department |
| **Author** | Role, Department |
| **Approved by** | Specify which Committee or Officer of the University approved this policy |
| **Date of approval of this version** | 1 January 2000 |
| **Next review date** | 1 January 2000, not to exceed 3 years after approval date |
| **Version number** | Note: While in draft a document is v0.1, v0.2, v.03 etc. When formally approved the version number becomes v1.0. Version numbers increase by a whole number when the policy has changed significantly and by 0.1 if there are only minor changes. Iterations of an existing policy undergoing revision should use letters – for example, v1.1a, v1.1b etc |
| **Applicable statutory, legal, or national best practice requirements** | Specify any Statutory, Legal or National Best Practice requirements to which this policy relates |
| **Equality impact assessment completion date** | 1 January 2000 |
| **Data protection impact assessment completion date** | 1 December 2022. No detailed DPIA needed due to nature of policy proposal |