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| **POLICY** |
| **[title]** |
| **Contact Officer** |
| *Normally the Head of the Dept. the Policy originates from, but can be anyone. Naming the role in this section, rather than an actual name, aids longevity of the document.* |

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| **Purpose** |
| *A brief description – one or two lines typically – outlining the reason the Policy has been created.* |
| **Overview** |
| *Context for the Policy – perhaps the legislative structure, or the relevant aspects of University Strategy, along with any other important points of reference.* |
| **Scope** |
| *Who the Policy applies to – typically staff, sometimes staff and students (members of the University is a useful term here). It is valuable to note here if it applies to staff at partner organisations, or contractors, or visitors, etc.* |
| **The Policy** |
| *The Policy itself. Subsections can usefully be added here to aid readability/structure.* |

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| **Date Approved** | *Day Month Year* |
| **Approval Authority** | *eg. Academic Board*  |
| **Date of Commencement** | *Month Year* |
| **Amendment Dates** | *List the dates the policy has been amended (Day Month Year)* |
| **Date for Next Review** | *Month Year* |
| **Related Policies, Procedures, Guidance, Forms or Templates** | *Name and link to related policies, procedures or guidance* |
| **Policy/Policies Superseded by this document** | *List the policy, policies or any other authority superseded by this new policy* |