*[This is the official template for University Policies, Procedures, Guidelines and Codes of Practice.  Please use all formatting as shown, including fonts, font sizes, tabs, line spaces and numbering conventions.  Italicised instructions, including this instruction, should be deleted.  Add page breaks as required. An editable sample policy, in this format, is available under ‘Policy Resources’ on the* [*Policy Library*](http://www.otago.ac.nz/administration/policies/index.html) *website.]*

*[Delete this line and above.]*



# Title of Policy, Procedure Guidelines or Code of Practice

**Category**  Category

**Type**  Type

**Approved by**  Approving body and date

**Date Takes Effect**  Effect date

**Last Approved Revision**  Last approved revision

**Sponsor**  Sponsor’s job title

**Responsible Officer**  Responsible Officer

**Review Date**  Review date

**Purpose**

*[Succinct description of the purpose of the Policy, Procedure, Guidelines or Code of Practice. Additional information as to why the policy is being proposed etc. should not be included here, but can be included on a covering memo. The purpose will appear on the policy’s landing page.]*

**Organisational Scope**

*[To what part of the University does it apply? Does it apply to staff? Students? Is it University-wide or does it apply to a certain sector within the University? The organisational scope will appear on the policy’s landing page.]*

**Definitions**

*[Supply definitions of jargon or key words used.]*

**Definition** text text text text text text text text text text text text text text text text

**Definition** text text text text text text text text text text text text text text text text text text text text text text text text

**Content**

*[The proposed text of the Policy, Procedure, Guidelines or Code of Practice goes here. It should be submitted as you would like it to appear in University publications or on the University website. Guidelines and codes of practice - do not need to be step by step].*

***[Numbering For Policies*** *- number headings, sections and subsections consistent with programme regulations in the Calendar, i.e., Arabic numerals for headings, small letters in brackets for sections and small Roman numerals in brackets for sub-sections, e.g. 1(a) ii or 2(c) iii.]*

1. **Heading**
2. text text text text text text text text text text text text text text text text text text text text text text text text text
3. text text text text text text text text text text text text text text text text text text text text text text text text text
4. text text text text text text text text text text text text text text text text text text text text text text text text text
5. text text text text text text text text text text text text text text text text text text
6. text text text text text text text text text text text text text text text text text text
7. text text text text text text text text text text text text text text text text text text

**Related Policies, Procedures and Forms**

*[List any relevant Policies, Procedures, Guidelines, Codes of Practice, Statutes, Legislation or other documents that users should consider in relation to this Policy, Procedure, Guidelines or Code of Practice.]*

* Academic Integrity Policy
* Guidelines for the Assessment of Student Performance

**Contact for further information about this Policy**

*[Provide details on the best position to contact about the policy and associated matters. List a position rather than an individual.]*

If you have any queries regarding the content of this policy, procedure or guideline or need further clarification, contact click here to enter position title on click here to enter email address

**Keywords [For use in policy metadata]**

*[Please include three to eight keywords to enhance web-searching.]*

**Consultation [This will not appear in the published policy]**

*[Outline with whom consultation has taken place in developing this Policy, Procedure, Guidelines or Code of Practice.]*

**Implementation Process [This will not appear in the published policy]**

*All Policies, Procedures, Guidelines and Codes of Practice must include an implementation plan, which should respond to each of the following headings:*

|  |  |
| --- | --- |
| **Person responsible** |  *[Who will be responsible for the actions or task?]*  |

|  |  |
| --- | --- |
| **Communication strategy** | *[How will information about the Policy, Procedure, Guidelines or Code of Practice be disseminated within the University to the relevant audience(s)?]*  |

|  |  |
| --- | --- |
| **Other Actions/tasks** | *[What action or tasks will need to be undertaken to implement the Policy, Procedure, Guidelines or Code of Practice?]*  |

|  |  |
| --- | --- |
| **Resources** | *[Will the implementation cost money? Printing costs? Staff time? What is the estimated cost of implementation?]* |

|  |  |
| --- | --- |
| **Completion Date** | *[When will the implementation be completed? If the action or tasks are to be completed in phases what are the completion dates for each phase?]* |