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| UNSW Sydney logo | Insert title of the Procedure using “Procedure Name” The title should be clear and concise and avoid the use of acronyms. It should not start with Procedure or UNSW. |
| **Version** | **Approved by** | **Approval date** | **Effective date** | **Next full review** |
| X.X | [to be completed] | XX Month Year | XX Month Year | Month Year |
| Procedure Statement |
| **Purpose** | State the purpose of the Procedure. This should be a short statement. It may include risks to be addressed or benefits to be achieved. |
| **Scope** | Specify the groups to whom the Procedure applies, e.g.: all staff/students or particular cohorts. |
| **Are Local Documents on this subject permitted?** | [ ]  Yes, however Local Documents must be consistent with this University-wide Document | [ ]  No |
| Procedure Processes and Actions |

Contents

[1. Insert main headings using “Template – heading 1 style” 1](#_Toc70001162)

[1.1. Insert sub-heading using “Template – heading 2 style” 1](#_Toc70001163)

[1.2. Insert sub-heading using “Template – heading 2 style” 1](#_Toc70001164)

[2. Main heading 1](#_Toc70001165)

[2.1. Sub-heading 1](#_Toc70001166)

[2.2. Sub-heading 1](#_Toc70001167)

[2.3. Sub-heading 1](#_Toc70001168)

1. Insert main headings using “Template – heading 1 style”

Include the text of the Procedure. Insert using “Template – body text” style. The Procedure should set out and describe the processes and actions required to enable the implementation of a Policy.

Descriptions should include specific responsibilities, timelines and circumstances in which procedures are varied.

* 1. Insert sub-heading using “Template – heading 2 style”

Insert text using “template – body text style”.

* 1. Insert sub-heading using “Template – heading 2 style”
1. Main heading
	1. Sub-heading
	2. Sub-heading
		1. [Numbered paragraphs, if required]
	3. Sub-heading
		1. [Numbered paragraphs, if required]

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| Accountabilities |
| **Responsible Officer** | Title of the senior executive having greatest overall responsibility for the subject area that this Procedure relates to. |
| **Contact Officer** | Title of the person responsible for the day to day management of this Procedure and who will assist with queries.  |
| Supporting Information |
| **Legislative Compliance** | This Procedure supports the University’s compliance with the following legislation:List the full titles and URLs of any applicable State or Federal legislation, including any relevant pinpoint references. If relevant, list any UNSW statutes/regulations that this Procedure relates to. Any variation to Procedures must remain consistent with the parent statute or regulation.If none, insert “Nil”. Legislation listed here must be included in the UNSW Legislation Register.Contact the UNSW Compliance Manager for further advice when completing this section. |
| **Parent Document (Policy)** | Include the title and URL of any Policy that this Procedure supports. |
| **Supporting Documents** | Include titles and URLs of Guidelines or Documents that directly support the Procedure. If none, insert ‘Nil”. |
| **Related Documents** | Include titles and URLs of any documents that relate to, but do not directly support, the Procedure. This may include other UNSW Policies, Procedures, Standards and Guidelines, or non-University materials such as regulatory codes and standards. If none, insert ‘Nil’. |
| **Superseded Documents** | List all documents superseded by this Procedure. If none, insert ‘Nil’. |
| **File Number** | [For Governance Use] |
| Definitions and Acronyms |
| **Insert Term**  | Insert definition of terms used within this Procedure and expand any acronyms used. Add extra rows below as required. |
| **Insert Term** |  |
| Revision History |
| **Version** | **Approved by** | **Approval date** | **Effective date** | **Sections modified** |
| #.# | [to be completed] | [to be completed] | [to be completed] | [to be completed] |

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| Further InformationThis section is not published on the final PDF document. It is for website purposes only |
| **Keywords for search engine** | University-wide Procedures will be housed within the Governance Repository. Include keywords to assist location using the ‘search’ function. |
| **FAQs and answers** | Include any Frequently Asked Questions and answers to be included with the Procedure (in a separate tab or section) in the Governance Policy Repository |