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| UNSW Sydney logo | | Insert Policy title using “Template - Policy Name”  The title should be clear and concise and avoid the use of acronyms. It should not start with Policy 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 |
| Policy Statement | | | | | |
| **Purpose** | | State the purpose of the Policy. 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 Policy applies, e.g.: all staff/students or particular cohorts. | | | |
| Policy Provisions | | | | | |

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

The Policy should include high-level principles and standards from which processes can be developed within a procedure. The principles should adhere to the Policy’s intent, and address each of the objectives as stated in the Purpose section to guide action and decision making. The use of clear headings and clause or paragraph numbering is strongly advised.

* 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]
      2. [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 Policy relates to. | | | |
| **Contact Officer** | | Title of the person responsible for the day to day management of this Policy and who will assist with queries. | | | |
| Supporting Information | | | | | |
| **Legislative Compliance** | | This Policy 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 Policy relates to. Any variation to Policy 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. | | | |
| **Supporting Documents** | | Include titles and URLs of Procedures, Standards and Guidelines that directly support the Policy. These will be listed within the supporting documents and information tab within the Governance Policy Repository. If none, insert “Nil”. | | | |
| **Related Documents** | | Include titles and URLs of any documents that relate to, but do not directly support, the Policy. This may include other UNSW Policies, Procedures and Guidelines, or non-University materials such as regulatory codes and standards.  If none, insert ‘Nil’. | | | |
| **Superseded Documents** | | List all documents superseded by this Policy. If none, insert ‘Nil’. | | | |
| **File Number** | | [For Governance Use] | | | |
| Definitions and Acronyms | | | | | |
| **Insert Term** | | Insert definition of terms used within this Policy and expand any acronyms used. Add extra rows below as required. | | | |
| 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 Information  This section is not published on the final PDF document. It is for website purposes only | |
| **Keywords for search engine** | University-wide Policy 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 Policy (in a separate tab or section) in the Governance Policy Repository |