

Version Control

Drafts

A version identifier should appear on each version of a draft University-wide document.

Drafts should initially be identified as **Draft v0.1 Date Month Year**. In subsequent drafts, the number to the right of the point is increased. For example, **Draft v0.2 Date Month Year, Draft v0.3 Date Month Year**. The word 'DRAFT' should also be included as a watermark on each page.

Example: The fourth draft of a Policy written on 9 January 2022 would be named **Draft v0.4 9 January 2022**

When a document is sent for approval it must have a version identifier in the footer, and indicate that it is the final draft, e.g. **Version v1.0 Effective XX Month 2022 [Final draft for approval]**. After approval Governance will check and update the version number, approval date and effective date prior to publishing the document on the Governance Policy List.

New Documents

When a document is first approved it is identified as **Version 1.0 Effective Date Month Year**.

Example: A new Policy sent for approval on 30 November 2021 would become **Version 1.0 Effective 1 January 2022** if approved with an effective date commencing on 1 January 2022.

Amendments

Approval of an administrative update or an authorised amendment is identified by increasing the number to the right of the decimal point by 1 when the document is approved. (**Version 1.1 Effective Date Month Year, Version 1.2** and so on).

Example: An amendment is made to **Version 1.0 Effective 1 January 2022** of a Policy and approved (effective immediately) on 1 March 2022. The Policy is now **Version 1.1 Effective 1 March 2022**.

Revisions

After a full review and approval the number to the left of the decimal point increases by 1 and the number to the right returns to 0.

Example: v2.4 of a Policy is fully reviewed and approved with the same title effective 13 October 2021. The Policy is now **Version 3.0 Effective 13 October 2021**.

Contact Governance for advice: policy@unsw.edu.au.