**POLICY TITLE**

1. **OVERVIEW AND PURPOSE**

1.1

1.2

2. **SCOPE**

2.1

2.2 **Subheading**

 2.2.1

2.3

3. **RESPONSIBILITIES**

3.1 **Subheading**

 3.1.1

3.2

4. **POLICY**

4.1

4.2

4.3

5. **LEGISLATION AND GOOD PRACTICE**

5.1

5.2

|  |
| --- |
| **Review / Contacts / References** |
| Policy title: |   |
| Date approved: |   |
| Approving body: |    |
| Last review date: |   |
| Revision history: |   |
| Next review date: |   |
| Related internal policies, procedures, guidance: | *Link to location where documents can be found on University website* |
| Policy owner: | *Division/area of University* |
| Lead contact / author: | *By role – e.g. Information Manager, Head of Finance, etc* |

***NOTE: SUPPORTING DOCUMENTS*** *(for example, related procedural or process documents or practical guidance on implementation of/adherence to the policy) should not be included as part of main policy; rather, these should be provided as separate document – also ensure that these are included in the ‘related internal policies, procedures, and guidance’ portion of the information box at the end of the policy.*