**University of Limerick**

**POLICY MANAGEMENT FRAMEWORK**

**POLICY TEMPLATE**

## APPENDIX B: Policy Template

**[POLICY TITLE]**

**[Draft for approval]**

Key for policy author:

* Use all sections and add additional sections only if absolutely necessary,
* Text in [square brackets] is to be replaced by the relevant text as required by the policy,
* Red text is guidance, to be deleted upon completion.
* Each header is linked to a quick style which should be used to populate the table of contents.

# Introduction

## Purpose

Set out the purpose of the policy document briefly. What need is it intended to address and what is set out in the policy.

For instance, “This policy sets out the University of Limerick policy for awarding honorary degrees and the associated procedure for doing so.”

## Scope

### To whom does the policy apply?

State the group of people for whom awareness of and adherence to the policy are mandatory – employees, students, etc.

### In what situations does the policy apply?

State the circumstances where the policy applies. For instance, a policy may apply to students, but only during examinations, or it may apply to employees at all times during the conduct of their duties for the University.

### Who is responsible for ensuring that the policy (and any associated procedure) is implemented and monitored?

What position or body (not a named individual) is responsible for ensuring that the policy is implemented as approved. This is the key individual who will be responsible for monitoring its implementation and demonstrating compliance

What additional positions or bodies are responsible for executing procedural elements. For instance, implementation may be the responsibility of the Director of Human Resources, with the relevant Head of Department playing a key procedural role.

## Definitions

### [Definition 1]

Provide any definition which is not generally understood, or defined elsewhere within the UL policy suite or relevant legislation, guidance or the academic literature.

Where definitions are adopted from external sources, reference appropriately.

### [Additional definitions if required]

…

# Context

## Legal and Regulatory Context

### [Universities Act 1997/relevant legislation]

Where a policy is a response to, or derived from a specific piece of legislation, regulation or guidance, set out the specific provision for which this policy ensures compliance or gives action to.

## Other Context

### [Relevant additional context]

Where the policy gives action to any other external or internal impetus, this should be referenced here. For instance, a policy for student participation in governance may give action to policy statement elsewhere that there *should* be student participation in university governance.

# Policy Statements

## Principles for [Policy Area]

### [Principle 1]

Set out the primary statements of what UL’s position regarding the policy area are. This is the opportunity to declare what the fundamental view of the institution is. For instance, “assessment is fair”, “procurement follows the public sector procurement guidelines”. These are the principled guides to action for the institution.

There should be one principle per subsection, written in the active voice present tense using measurable verbs – avoid “UL will ensure that XYZ happens”, rather “XYZ is done as per ABC”.

### [Principle 2]

…

## [Additional Policy Statements]

### [Principle 1]

Where additional nuanced policy statements are required.

# Related Procedures for [Policy Area]

## [Procedural Step 1]

Set out the stepwise procedure in simple terms.

[ABC does XYZ within 123 weeks]

### [Sub-step 1]

Sub steps may be useful for complex procedures…

## [Procedural Step 2]

…

# Related Documents

Set out the list of related Policies/Procedures etc.

# Document Control

|  |  |
| --- | --- |
| **Document Version** | [Version ] |
| **Document Owner** |  |
| **Approved by** | Executive Committee |
| **Date** | [date] |
| **Approved by**  | Academic Council and/or Governing Authority |
| **Date** | [date] |
| **Effective Date:** | [If different to approval date] |
| **Scheduled Review Date:** | [date] |