**[TITLE- A short, descriptive and unambiguous title]**

**[SUBTITLE – this might be a subordinate or more detailed description]**

**[MAIN CATEGORY - Policy, Procedure, Regulation or Guide]**

**[TARGET GROUP – example: Departments, Schools or the Faculty of Medicine]**

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| --- |
| OBJECTIVE AND DEFINITION |
| ***MUST***  *Provide a brief description of the policy/regulation/procedure and any cases in which it may not be applicable.* |
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| ***MUST***  *Insert the text of the policy/regulation/procedure. You may find inspiration in the writing tips provided on page 5 of the leaflet ‘How to prepare policies, regulations procedures and guides’ If you wish to add a subtitle to this section, please select ‘Heading 3’ and update the table of contents.* |
| ORIGIN, BACKGROUND AND HISTORY |
| ***CAN***  *Provide information on when and on which grounds the policy/regulation/procedure was prepared, revised and approved as well as information on the department/unit and person responsible for this. You may also specify any special circumstances that may apply to the termination of the document.* |
| OVERALL FRAMEWORK |
| ***MUST***  *Is this policy/regulation/procedure related to any other policies/regulations/procedures to which you may need to refer? This applies to internal as well as external framework documents, such as legislation, agreements etc.* |
| CONTACT/RESPONSIBILITY |
| ***MUST***  *Provide information on which department/unit is responsible for the policy/regulation/procedure and who to contact with questions etc.*  *Signatures can also be added here.* |
| DEFINITIONS |
| ***CAN***  *If the document uses any terms or definitions which might be unfamiliar to your readers, please provide a description of these in this section.* |
| APPENDIX |
| ***CAN***  *Insert links to the appendices at the end of the document. Remember to supply each appendix with a descriptive title to allow easy access to relevant appendices.* |