**Appendix 1 Policy Outline of Contents**

SETU Policies should be presented as follows:

**Cover Sheet**

SETU Policies have the branded SETU Policy cover sheet.

**Page 1** Include the following tables:

Policy Details Table

 Revision History Table

 Consultation Details Table

 Publication Details

 Feedback Table

 Review Confirmation details

**Page 2** Table of Contents

Download the template at this [link](https://www.setu.ie/policy-management-framework)

Standard font is inter 12. Further Brand Guidelines are available [here](https://www.setu.ie/about/brand-guidelines)

The following information should be included in the document footer (excluding the cover sheet:

|  |  |  |
| --- | --- | --- |
| Policy Name | Version Number | Page |

**Content Titles**

1. **Context /Introduction**

This section outlines the landscape in which the policy is operating, including legislative, regulatory, financial, and strategic considerations.

1. **Purpose (mandatory)**

This section states the reason or rationale for the policy i.e. the issue that the policy seeks to address or the legislative obligations that require the policy to be developed.

1. **Benefits (optional)**

This section outlines the benefits of having the policy e.g. to provide clear, transparent, and easily accessible guidelines that consider the issue that the policy seeks to address.

1. **Scope (mandatory)**

This section states what groups or sections of the University the policy or procedure applies to. It should also outline any groups or sections of the University to which a policy or procedure does not apply.

1. **Principles (mandatory)**

This section outlines the core values and beliefs that the policy articulates e.g. transparency, fairness, equity, impartiality etc.

1. **Definitions (optional)**

This section provides an explanation of key words or terms used in the policy and assists readers in understanding or implementing the policy.

1. **Policy (mandatory)**

This section outlines the details of the policy itself.

1. **Responsibility and Implementation**

This section outlines the roles and responsibilities of the responsible Officer involved in monitoring the implementation of the policy. Formal titles or positions should be listed rather than an individual’s name. Responsibility should be assigned to an individual position/role rather than to an Area or a Committee. The position (e.g. Vice President/Head of School/Function/Director of Research Institute) responsible for local implementation of the policy should also be listed.

1. **Related Documents**

This section outlines any documents or guidance material that relates to the policy and provides context and/or additional information to assist readers understand or implement the policy. Any related policies impacted by the policy should also be listed.

1. **Document/version Control for New Policies**

This section outlines the date on which the policy was approved and by what Committee i.e. Academic Council or Governing Body, and the academic year during which the policy will be next due for review (no longer than three years following approval of the policy).

Approved by:

Date policy approved:

Date of next review:

Officer responsible for review:

1. **Document Control for Revised Policies**

Date of initial approval:

Date revised policy approved:

Date policy effective from:

Date of next review:

Officer responsible for review: