**X**

**Policy**

**To whom/what forum**

**Date**

**Version 0.X**

**setu.ie**

|  |
| --- |
| Document Details |
| Document Title: | **X Policy**  |
| Version: | 0.3 |
| Approved By: | Add |
| Date Approved: | Add |
| Effective Date: | Add |
| Review Date: | Three years from approval |
| Policy Owner: | Vice Presidents XYZ |

|  |
| --- |
| **Consultation Details** |
| Internal[[1]](#footnote-1) |
| Name: |  |
| Date: |  |
| Details of Consultation: |  |
| **Other[[2]](#footnote-2)**  |
| Name: |  |
| Date: |  |
| Details of Consultation: |  |
|  |  |
| **Revision History** |
| Previous Version No. | Summary of Amendments | Version No. |
| N/A | First draft | 0.1 |
| 0.1 |  |  |

|  |
| --- |
| **Publication Details**  |
| Where | **Date** |
| SETU Governing Body Policies website |  |
| All Staff Email |  |

|  |
| --- |
| **Feedback** or issues arising on implementation of this policy should be communicated to the policy author. |
| Policy Author: |  |
|  |
| **Policy Management Framework Compliance Review** as requested by EMT all draft policies should be reviewed by the Policy Review Group[[3]](#footnote-3) in advance of review by EMT. Please confirm that the policy was reviewed by the policy review group. |
| Date Policy Reviewed: |  |

Contents

[Document Details 1](#_Toc155689297)

[Contents 3](#_Toc155689298)

[1. Introduction/Context 4](#_Toc155689299)

[2. Purpose (mandatory) 4](#_Toc155689300)

[3. Scope (mandatory) 4](#_Toc155689301)

[4. Principles (mandatory) 4](#_Toc155689302)

[5. Definitions 4](#_Toc155689303)

[6. Policy (Mandatory) 4](#_Toc155689304)

[7. Responsibility and Authority 4](#_Toc155689305)

[8. Other 4](#_Toc155689306)

[9. Supporting Documentation 4](#_Toc155689307)

[10. Guidance 4](#_Toc155689308)

[11. Other 4](#_Toc155689309)

[12. Compliance 5](#_Toc155689310)

[13. Related Documents 5](#_Toc155689311)

[14. Useful Links 5](#_Toc155689312)

[15. Review of Policy 5](#_Toc155689313)

[16. Policy Author 5](#_Toc155689314)

[17. Appendices 5](#_Toc155689315)

[Appendix 1: XXXXXXXXXXXXXXXXXXXXXXXX 6](#_Toc155689316)

[Appendix 2 YYYYYYYYYYYYYYYYYYYYY 6](#_Toc155689317)

# Introduction/Context

In the course of official ………………………

# Purpose (mandatory)

The purpose of this policy is to ensure ……………………

# Scope (mandatory)

This policy applies to ………………………………

It shall be made generally available and published publicly via the University web-site.

# Principles (mandatory)

The general principle which should be followed …………………………

The guiding principles for …………………….:

4.1 xxxxxxxxxx;

4.2 yyyyyyyyyyyyyyyyyy;

4.3 zzzzzzzzzzzzzzzzzz;

# Definitions

For the purpose of this policy X is defined as…………….

# Policy (Mandatory)

 Details of the policy.

# Responsibility and Authority

All……………..

# Other

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

# Supporting Documentation

xxxxxxxxxxxxxxxxxxxxxxxxxx

# Guidance

If any

# Other

xxxxxxxxxxxxxxxxxxxx

# Compliance

It is expected that all employees of the University will comply with this policy.

# Related Documents

xxxxxxxxxxxxxxxxxx

# Useful Links

[Policies page](https://www.setu.ie/about/setu-governing-body/policies)

# Review of Policy

This policy will be reviewed in advance of the review date i.e. day month year, and/or as soon as possible following new or updated legislation, national or sectoral policy.

# Policy Author

The authors of this policy are the XYZ. Any feedback or issues arising on implementation of this policy should be communicated to the policy authors. They are responsible to ensure that the Policy Owner is aware of these comments when reviewing the policy.

# Appendices

Appendix 1 XXXXXXXXXXXXXXXXX

Appendix 2 YYYYYYYYYYYYYYYYYYY

## Appendix 1: XXXXXXXXXXXXXXXXXXXXXXXX

## Appendix 2 YYYYYYYYYYYYYYYYYYYYY

1. Internal consultation with other departments within the University should be noted [↑](#footnote-ref-1)
2. Other for instance staff representatives or other stakeholders [↑](#footnote-ref-2)
3. Contact susan.green@setu.ie or sarah.morrissey@setu.ie [↑](#footnote-ref-3)