# **Template of Policies/Regulations/Procedure**

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| Logo, company name  Description automatically generated | **[Name of Policies/Regulations/ Procedure]** |
| Reference number | : [Set by GSU] |
| Published date | : dd/mm/yyyy |
| Effective date | : dd/mm/yyyy |
| Applicable Department | : [Target group] |
| Access level | : [According to approval process] |

**Records of changes**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Version** | **Published Date** | **Effective Date** | **Approved by** | **Decription of changes** |
| x.x | dd/mm/yyyy | dd/mm/yyyy | Developed by:  Reviewed by:  Approved by: [as in V - DELEGATION OF AUTHORITY] |  |

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[Policy/Procedure Content]

| **Required components of university policy/procedure documents** | Table of Contents   1. Purpose 2. Scope 3. Policy/Procedural Principles 4. Policy/Procedural Statements 5. Abbreviations and Definitions 6. Roles and Responsibilities 7. Related Documents and Forms 8. Appendices |
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