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

[Cover page]

|  |  |
| --- | --- |
| 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] |  |

==================Page break

[Next page]

[Policy/Procedure Content]

| **Required components of university policy/procedure documents** | Table of Contents1. 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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