

---

## Template Instructions for EIT Policies, Procedures and Guidelines

---

**Policy/Document Title:** List the title of the policy/document as per the format above

**Policy/Document Approval Body:** Indicate who is authorised to grant approvals, such as the chairman of the Governance Board, the Academic Board, the Dean, etc.

**Date Created:** The date on which the policy was initiated.

**Policy Custodian:** The executive who has overarching responsibility for identifying and setting the strategic direction of the proposed policy and determining the overall context in which a policy might be developed or revised. Their responsibility extends to how it is implemented and how it is monitored and reported.

**Policy Contact:** The officer with day to day responsibility for communication, implementation and review with regard to the policy, and who can assist with the interpretation of its content and any assessments required in relation to current needs and practice.

**File Location:** Where the file is internally saved.

**Location on EIT website:** Website address of where the file is located on the EIT website

**Review Period:** Indicate how often the policy requires review according to EIT regulations.

**Revision No:** The sequential numbering of every process of revision.

**Date of Revision:** The date on which approval was granted for the revision of the policy, procedure or guideline.

**Date Approved:** The date on which the approval body granted approval of the policy, procedure or guideline.

**Date Commenced:** The date on which the policy was implemented

### 1.0 Purpose

A brief sentence stating the general aim or intention of the policy. In some instances there may be several policy objectives that support the policy intent which should appear as a sub set in this section.

### 2.0 Scope

Indicate the groups and/or individuals for whom the policy is relevant. A policy may apply to all EIT staff or all students enrolled in courses of study, or only to a particular group, such as academics or Learning Support Officers.

**3.0 Overview (optional):** A short statement that gives the general context in which the policy is relevant.

**4.0 The Policy or Procedure:** This is the core section of the document, irrespective of whether it is an actual policy or the procedures or guidelines that relate to that policy.

These documents should identify and enumerate the specific principles that will govern the actions taken by the EIT with regard to specific issues. Each separate principle should be numbered and any allocations of responsibility should be clearly listed. The list of principles may be quite succinct or more detailed depending of the nature of the issue.



**5.0 Keywords (if required):** List six keywords that appear in the document and reflect the subject.

**6.0 Definitions (if required):** List any definitions that may be required to specify the meaning of particular words or phrases in the context of the policy document.

**7.0 Essential Supporting Documents:** List any policies, procedures, guidelines or any other formal statements that are essential for understanding how this document should be interpreted and should be read in conjunction with it. These supporting documents may specify in more detail the actions or steps that need to be taken or conditions that need to be observed in implementing a policy or an aspect of a policy.

**8.0 Related Documents:** Indicate any documents, such acts, standards, rules, policies, procedures or guidelines that relate to this policy.