# <Guidelines title>

**[BEFORE YOU START:**

**1. PLEASE DELETE TEXT IN [ ] and < > IDENTIFIERS.**

**2. REFER TO THE** [**POLICY GOVERNANCE POLICY**](https://policies.griffith.edu.au/pdf/Policy%20Governance%20Policy.pdf) **AND** [**POLICY GOVERNANCE PROCEDURE**](https://policies.griffith.edu.au/pdf/Policy%20Governance%20Procedure.pdf) **BEFORE PREPARING THIS DOCUMENT**

**3. READ AND FOLLOW THE FORMATTING RULES ON THE LAST PAGE OF THIS DOCUMENT.]**

## [1.0 Purpose](#_1.0_Purpose)

## [2.0 Scope](#_2.0_Scope)

## [3.0 Guidelines](#_3.0_Guidelines)

## [3.1 <Insert sub-heading>](#_3.1_[Insert_sub-heading]) | [3.2 <Insert sub-heading>](#_3.2_[Insert_sub-heading])

## [4.0 Definitions](#_4.0_Roles,_responsibilities)

## [5.0 Information](#_6.0_Information)

## [6.0 Related policy documents and supporting documents](#_7.0_Related_Policy)

## 1.0 Purpose

[This should be a short statement in active voice, outlining the purpose of the document. For example, [Guidelines for Chemical Management](https://policies.griffith.edu.au/pdf/Guidelines%20for%20Chemical%20Management.pdf).]

<Insert Text>

## 2.0 Scope

[The scope is the audience to who the document applies, and/or, the types of services, operations, assets or documents to which the document applies. The scope should not duplicate the purpose.]

<Insert Text>

## 3.0 Guidelines

[Guidelines are advisory and explanatory statements that provide detail, context or recommendations for good practice, and where relevant support policies, and must be followed unless there is justifiable operational reason not to. For example, [Guidelines for Chemical Management](https://policies.griffith.edu.au/pdf/Guidelines%20for%20Chemical%20Management.pdf).

Guidelines should be written so that they can be easily understood by staff and/or students.

Subheadings may be used in this section to separate information. Subheadings must be numbered and formatted as demonstrated below.]

<Insert Text>

* <Insert text>

[Numbers may also be used for lists, for example:]

1. <Insert text>

### 3.1 [Insert sub-heading]

<Insert Text>

* Insert text
	+ Insert text

##### 3.1.1 <Insert sub-heading>

* Insert text
	+ Insert text

### 3.2 [Insert sub-heading]

<Insert Text>

* Insert text
	+ Insert text

##### 3.2.1 <Insert sub-heading>

<Insert text>

* Insert text
	+ Insert text

[For a top row heading use the following:]

|  |  |
| --- | --- |
| HEADING |  |
| <Insert text> | <Insert text> |
| <Insert text> | <Insert text> |

[For a table with both top row and left column headings, use the following:]

|  |  |  |
| --- | --- | --- |
| HEADING | HEADING | HEADING |
| HEADING | <Insert text> | <Insert text> |
| HEADING | <Insert text> | <Insert text> |

[For a table with left column headings use the following:]

|  |  |  |
| --- | --- | --- |
| HEADING | <Insert text> | <Insert text> |
| HEADING | <Insert text> | <Insert text> |
| HEADING | <Insert text> | <Insert text> |

## 4.0 Definitions

[Definitions for all key terms used in this document should be listed in this section. Definitions are generally used for terms that:

* Are potentially ambiguous.
* Have specific meaning in the context of the policy document that differs from their plain-English meaning (or from their usage in other policy documents.)
* Are technical or specialised in nature.
* The University uses and attributes with a specific meaning in order to comply with internal or external regulations, or governance needs. For example, the use of the term ‘student’, which will impact multiple policies, procedures, and other documents. In such usage it is important that the term is used consistently, and the same people are included and excluded from the definition in every instance.

For the purposes of this policy and related policy documents, the following definitions apply:

<Insert text>

[The word/s being defined should be highlighted in bold, for example:

**Policy Library** refers to the repository for all current and expired University policy documents.]

**[For advice and support contact** **policy@griffith.edu.au** **for Governance and Operational policy documents, and** **policyservices@griffith.edu.au** **for Academic policy documents.]**

## 5.0 Information

|  |  |
| --- | --- |
| Title | <Insert document title> |
| Document number | Provided by relevant Policy team |
| Purpose | <As listed in the policy> |
| Audience | Select an Audience |
| Category | Select a Category |
| Subcategory | <Select relevant subcategory from the drop down boxes below and delete the other selection boxes>Select an Academic Policy SubcategorySelect an Operational Policy SubcategorySelect a Governance Policy Subcategory |
| UN Sustainable Development Goals (SDGs) | This document aligns with Sustainable Development Goal/s:<Select relevant SDG from the drop down boxes below and delete any boxes not required.>Select the relevant SDGSelect the relevant SDGSelect the relevant SDG |
| Approval date | <This is the date this version of the policy has been approved. If approved at a meeting, provide the meeting details, eg. 1/2021 (9 February) meeting. The approval date is usually the same as the effective date> |
| Effective date | <Insert date the policy document comes into effect. This will often be the same date that the policy was approved, if the policy document is effective immediately. For e.g. 12 December 2019> |
| Review date | <Insert year the policy is to be next reviewed. Select either a 1, 2, or 5 year cycle> |
| Policy advisor | <Insert the officer who has been assigned responsibility for the policy document > |
| Approving authority | <Insert the approving authority. This will be University Council or a Committee or Executive Group member or Senior University Officer with delegated authority.> |

## 6.0 Related Policy Documents and Supporting Documents

|  |  |
| --- | --- |
| Legislation | <List titles of any relevant legislation or other legal or regulatory documents that the policy complies with. [Hyperlink to the document](https://support.microsoft.com/en-us/office/customize-the-text-for-a-hyperlink-63d4fdcc-bce2-41ea-9649-d8aaa900fe2f). Insert N/A if not applicable> |
| Policy | <List titles of any relevant University policies. [Hyperlink to the documents](https://support.microsoft.com/en-us/office/customize-the-text-for-a-hyperlink-63d4fdcc-bce2-41ea-9649-d8aaa900fe2f). Insert N/A if not applicable> |
| Procedures | <Lists titles of any relevant procedures (including guidelines, frameworks or plans). [Hyperlink to the documents](https://support.microsoft.com/en-us/office/customize-the-text-for-a-hyperlink-63d4fdcc-bce2-41ea-9649-d8aaa900fe2f). Insert N/A if not applicable > |
| Local Protocol | <Insert titles of any relevant local protocols. [Hyperlink to the documents](https://support.microsoft.com/en-us/office/customize-the-text-for-a-hyperlink-63d4fdcc-bce2-41ea-9649-d8aaa900fe2f). Insert N/A if not applicable> |
| Forms | <List titles of any relevant forms. [Hyperlink to the documents](https://support.microsoft.com/en-us/office/customize-the-text-for-a-hyperlink-63d4fdcc-bce2-41ea-9649-d8aaa900fe2f). Insert N/A if not applicable. NOTE: Forms will no longer be held in the Policy Library and will usually be available for download from the website of the relevant Element or Academic Group> |

**FORMATTING RULES** (*Please* ***delete this box*** *before you do the final save*)

**FONT**: Arial for body text.

**SIZE:** 11.

**TEXT:** Left aligned.

**SPACING:** 6pt. before and after, single line spacing.

**HEADINGS**:

**1.0** **Griffith Sans Text 16 pt.**

### 1.1 Griffith Sans Text 14 pt.

##### 1.1.1 Griffith Sans Text 11pt.

#### TABLE HEADING Griffith Sans Text 12pt.

**IMPORTANT:**

1. Please use the headings and structure provided. The easiest way to maintain this is to utilise the [Format Painter tool](https://support.microsoft.com/en-au/office/use-the-format-painter-4bb415a9-d4e4-42b7-b579-170adc594e40) on the above examples.
2. **DO NOT** change the names or structure as we are working to provide consistent policy documents for the users.
3. Utilise Microsoft’s [Check Accessibility](https://support.microsoft.com/en-gb/office/improve-accessibility-with-the-accessibility-checker-a16f6de0-2f39-4a2b-8bd8-5ad801426c7f) tool in the Review ribbon to ensure content is accessible.
4. Hyperlinking to other Policy Documents should only occur in the Related Policy and Supporting Documents section in the Addendum. Other Policy documents should not be linked throughout the content of a Policy Document. Other links are acceptable.