

UCC Academic Policy Template

|  |  |
| --- | --- |
| **Policy Title:** | **Category:** |
| **Policy Owner:** | **Approved by:** |
| **Approval Date:** | **Review Date:** |

# Purpose of the Policy

*Provide a brief summary outlining the reasons for this policy. What area is it related to?*

# Definitions

*Please define any important terms or key concepts used in the policy*

# Scope of the Policy

*Outline to whom/what the policy applies. The scope should identify any exceptions to the* policy

# Roles and Responsibilities

*Outline the major responsibilities each party has in connection with the policy*

# Policy Statement

*Please outline the main text of the policy here. Provide a clear structure using headings,* sub-headings, numbered paragraphs and lists as appropriate

# Related Documents

*List any related policies/procedures/guidelines here*

# Contact for Further Information

*Provide details on the best position to contact about the policy and associated matters.* List a position rather than an individual