UCC ACADEMIC POLICY TEMPLATE

All new and revised Academic Polices require approval by Academic Board and/or Academic Council. Prior approval and consultation are also needed – this may include College or local level approval and approval of the Academic Development and Standards Committee (ADSC), AC Graduate Studies Committee, Learning & Teaching Committee or other  
committees / bodies as appropriate.

Please refer to the Academic Affairs and Governance Support [Formulating academic-policy](https://uccireland.sharepoint.com/:u:/r/sites/AcademicAffairsandGovernanceSupport/SitePages/Formulating%20academic-policy.aspx?csf=1&web=1&e=cYnIbI) (staff only SharePoint site) when completing this form. If you require assistance with any aspect of this form, please contact the Academic Policy Support Officer: [gretta.mccarty@ucc.ie](mailto:gretta.mccarty@ucc.ie).

This template should be used for all new and revised policies, procedures and guidelines that require approval by Academic Board and/or Academic Council and to be included on the Academic Policy Portal.

A policy will **not** be considered unless all mandatory sections have fully been addressed.  
\* Denotes mandatory section. Explanatory notes are appended.

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|  |
| 1. Short name of policy |
| *Insert text here* |
| 1. Policy Full Title\* |
| *Insert text here* |
| 1. Policy Area (see list in explanatory notes) |
| *Insert text here* |
| 1. Policy Owner\* |
| *Insert text here* |
| 1. Policy Author\* |
| *Insert text here* |
| 1. Version Number |
| *Insert text here* |
| 1. Revision Date\* dd/mm/yyyy |
| *Insert text here* |

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| --- |
|  |
| 1. Committee/Body of origin and dates of approval |
| *Insert text here* |
| 1. Definitions\* |
| *Insert text here* |
| 1. Purpose\* |
| *Insert text here* |
| 1. Scope\* |
| *Insert text here* |
| 1. Who needs to know of this policy\* (see list in explanatory notes) |
| *Insert text here* |
| 1. Others who need to know |
| *Insert text here* |
|  |
| 1. Roles and Responsibilities\* |
| *Insert text here* |
| 1. Body of Policy/Policy Statement\* |
| *Insert text here* |
| 1. Related documents and links |
| *Insert text here* |
| 1. Related Statutes |
| *Insert text here* |
| 1. Breach of Policy (if applicable) |
| *Insert text here* |

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|  |
| 1. Supporting procedures |
| *Insert text here* |
| 1. Supporting Guidelines |
| *Insert text here* |
| 1. Date of next review\* |
| *Insert text here* |
| 1. Summary of Policy Changes (if applicable) |
| *Insert text here* |
| 1. Approval Body |
| *Insert text here* |
| 1. Approval Date (final) |
| *Insert text here* |

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|  |
| 1. Offices responsible for implementation\* |
| *Insert text here* |
| 1. Implementation Plan (including communication plan) |
| *Insert text here* |
| 1. Review/consultation bodies prior to final approval (see list in explanatory notes) |
| *Insert text here* |
| 1. Policy status |
| *Insert text here* |

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| --- |
| **CONTACT DETAILS OF POLICY AUTHOR**  **Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Contact details (phone, email): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **School/Dept: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Submitted to: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**  **Date of Submission: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_** |

**Explanatory notes**

# SHORT NAME FOR THIS POLICY

Optional section: The short name may be used to identify the content section on the back end of the UCC website and it will not be publicly viewable.

# POLICY TITLE\*

# Mandatory section. Insert the full formal title of this policy.

# Maximum 250 characters (38 words).

# Text included this section will appear on the web.

# 

# POLICY AREA

# These are the sections into which the Academic Policy Portal is divided. Include all that apply and indicate which is the primary area from list below. One version of the policy will be hosted on the Academic Policy Portal in the primary area indicated with links to the policy added to the other areas indicated.

# Academic Standards

# Admissions

# Equality, Diversity and Inclusion

# Examinations

# Graduate Studies

# Health, Wellbeing and Disability

# Learning and Teaching

# Research and Innovation

# Student Policies and Procedures

# POLICY OWNER\*

Mandatory Section.

The policy owner is the person/office/unit with ultimate responsibility for maintaining the policy. This is usually noted as a role rather than a person’s name.

The final approved text included this section will appear on the web.

# POLICY AUTHOR\*

Mandatory section.

Insert the title, name and surname of the primary author of this policy.   
This information will be used to follow up on queries while the policy is being developed. The policy author’s name will not be included on the website.   
Maximum 42 words.

# VERSION NUMBER

If this is a new policy insert 1.0. If you are unsure of the version number, you may leave this section blank.  
Text included this section will appear on the web

# REVISION DATE \*

Mandatory section.   
Date this policy was revised. This is usually the date of final approval but may be an earlier date.

Insert day, month and year DD/MM/YYYY  
Text included this section will appear on the web.

# COMMITTE/BODY OF ORIGIN AND DATES OF APPROVAL

Insert the names of the committee or body which have reviewed or approved the policy and state if reviewed or approved by the committee/body.

# DEFINITIONS\*

Mandatory section.

Glossary list of terms used in the policy define any important terms or key concepts used in the policy– bullet points may be used.

Text included this section will appear on the web

# PURPOSE\*

Mandatory section.

Outline the reason for this policy.

Text included this section will appear on the web.

# SCOPE\*

Mandatory section.

Outline the reach of this policy and entities affected by this policy.

Text included this section will appear on the web.

# WHO NEEDS TO KNOW OF THIS POLICY? \*

Mandatory section.

It is the responsibility of the Policy Owner to ensure the final policy is disseminated to those who need to be made aware of this policy.

Include all that apply:

|  |  |
| --- | --- |
|  | Academic Board |
|  | Academic Council |
|  | Academic Secretary |
|  | Admissions Office |
|  | Adult Continuing Education (ACE) |
|  | All Staff |
|  | Central Administration Offices |
|  | College Managers |
|  | Dean of Graduate Studies |
|  | Disability Support |
|  | Fees/ Finance Office |
|  | Governing Authority |
|  | Graduate Studies Office |
|  | Heads of College(s) |
|  | Head of Graduate School(s) |
|  | Head of School(s) |
|  | Head of Student Experience |
|  | International Office |
|  | Mature Students |
|  | Office of Media and Communications |
|  | Members of College Council Committees |
|  | Office of Corporate and Legal Affairs |
|  | Postgraduate Student Body |
|  | Programme Office Directors |
|  | Quality Promotions Unit |
|  | Deputy President and Registrar |
|  | Researchers/Staff |
|  | School/Department Administrators |
|  | Senior Vice-President Academic and Registrar |
|  | Students Union Officers |
|  | Student Records and Examinations |
|  | UCC PLUS+ |
|  | Undergraduate Student Body |
|  | University Leadership Team |
|  | Vice-President for Learning and Teaching |
|  | **Other(s)** |
|  |  |

# OTHERS WHO NEED TO KNOW

List any other groups not listed above, who need to be made aware of the policy

It is the responsibility of the Policy Owner to ensure the final policy is disseminated to those who need to be made aware of this policy.

# ROLES AND RESPONSIBILITES\*

Mandatory section.   
Outline the major responsibilities each party has in connection with the policy-how the different stakeholders are expected to interact with the policy.

Text included this section will appear on the web.

# BODY OF POLICY/POLICY STATEMENT\*

Mandatory section.

This is the main text of the policy: Outline the main text of the policy here. Provide *a clear structure* as you would for a standard document policy with headings, sub-headings, numbers, paragraphs and lists as appropriate.

Text included this section will appear on the web

# RELATED DOCUMENTS AND LINKS

List and links to any related policies/procedures/guidelines forms and related links. Include separately documents or text that need to be linked as web page or media items or provide a link to the relevant maintained UCC webpage.

# RELEVANT STATUTES

List statutes relevant to this policy.

Text included this section will appear on the web.

# BREACH OF POLICY

Text included this section will appear on the web.

# SUPPORTING PROCEDURES

Outline supporting procedures and provide a list of links to related polices and relevant documents.   
Text included this section will appear on the web.

# SUPPORTING GUILDELINES

Outline supporting guidelines and provide a list of links to relate polices and relevant documents.

Text included this section will appear on the web.

# DATE OF NEXT REVIEW (REVIEW AND APPROVAL) \*

Mandatory section: Insert when this policy will be next reviewed. Text may be inserted E.g., three years, dd/mm/yyyy or month/year the policy will next be reviewed. The current framework recommends policies are reviewed no longer than every 5 years.

Text included this section will appear on the web.

# SUMMARY OF POLICY CHANGES (if applicable)

Text included this section will appear on the web.

# APPROVAL BODY (final)

Final approval body for this policy. Indicate one.

Text included this section will appear on the web.

|  |  |
| --- | --- |
|  | Academic Board |
|  | Governing Authority |
|  | Office of Cooperate and Legal Affairs |
|  | University Leadership Team |

# APPROVAL DATE

Date of final approval or date final approval is expected (Day Month Year). This will be included after final approval and may be left blank pre-final approval.

Text included this section will appear on the web.

# OFFICES RESPONSIBLE FOR IMPLEMENTATION\*

Mandatory section.

List all offices responsible for implementation, e.g., College, School Centre, Unit and/or Central Offices such as SREO, IT Services.

This information will be used to ensure the approved policy is communicated to relevant offices.

# IMPLEMETATION PLAN

Details of consultation with relevant offices, details of the capacity of relevant offices of relevant offices to implement this policy, and the proposed timeline for implementation.

Evidence of effective consultation will ensure a strong and effective policy, demonstrate due diligence and expedite the policy towards approval.

Maximum 285 words.

# REVIEW/CONSULTATION BODIES PRIOR TO FINAL APPROVAL

Enter bodies who need to review or be consulted regarding this policy prior to final approval

Include all that apply:

|  |  |
| --- | --- |
|  | College Council(s) |
|  | Academic Board |
|  | Academic Council |
|  | Academic Development and Standards Committee (ADSC) |
|  | Adult Continuing Education (ACE) Academic Standards Board |
|  | Curriculum Management Operations Group (CMOG) |
|  | Examination Appeals Committee |
|  | Governing Body |
|  | Graduate Studies Committee |
|  | Honorary Degrees Board |
|  | Learning and Teaching Committee |
|  | Mitigation Committee |
|  | Research and Innovation Committee |
|  | University Leadership Team |
|  | Other(s)(please state) |

# POLICY STATUS

Indicate one of the following and/or add text

|  |  |
| --- | --- |
|  | Approved |
|  | Pending |
|  | With Committee |
|  | With Department Head |
|  | Other (please state) |