

**State Policy Title Here**

***Please note:***

***1) Text in Italics***

*Italicized instructions shown in this template are for guidance only and are to be deleted when the policy’s draft text is inserted.*

***2) Font Settings***

*The preferred font to use for Section Headings is Calibri, with a font size of 16. The preferred font to use for text within sections is Calibri (Body), with a font size of 12. For ease of use, and where appropriate, the initial few words in each section has been suggested but you may amend/delete the text as you wish.*

***3) Text Justification***

*The text within a policy is to be set to ‘Fully Justified’.*

***4) Mandatory / Optional Sections***

*This template is designed to assist Policy Owners in organizing the content of a policy according to the* [*Policy on the Formulation and Issuance of University Policies*](https://www.dcu.ie/sites/default/files/policy/Policy%20on%20Policies%20-%20Final%20-%20Approved%2020th%20Oct%202015.pdf) *(also known as the ‘Policy on Policies’). The sections of a formal policy are indicated in non-italicized bold text. Some sections are mandatory while the inclusion of others is optional.*

***5) Policy Development***

*Additional issues to consider when drafting a policy are included in a separate document titled* [*‘Guidelines on Policy Development’*](https://www.dcu.ie/sites/default/files/ocoo/docs/1_guidelines_on_policy_development_-_final_-_v2.0.pdf)*.*

## **Introduction** *(Optional)*

The University…..

*This section may be used to further expand upon the context of, or on any issues related to, the policy.*

## **Purpose** *(Mandatory)*

This Policy will …..

*This section will state the reason or rationale for the policy, i.e. the problem or conflict that the policy will seek to resolve. It may also refer to any legal, regulatory or other requirements that the policy seeks to meet, and to the possible impact if the policy is not followed.*

## **Scope** *(Mandatory)*

This Policy applies to …..

*This section will state to which groups within the DCU community the policy is to apply i.e. the parties which must be aware of, and comply with, its provisions. In practice policies may apply to all units of the university community unless specific units or groups are identified within the relevant policy as being excluded.*

*Examples*

*a) Where no exceptions are identified the scope may be defined as ‘This Policy applies to all units of the University, both academic and support, including its research centres and its wholly owned campus companies. These are all hereinafter collectively referred to as the ‘University’’.*

*b) Alternatively you may wish to state that the policy applies to ‘All Staff’ or to ‘All Students’ or to a certain cohort of staff or students e.g.*

*‘This Policy applies to all staff of the University’*

*or*

*‘This Policy applies to Postgraduate students of the University’.*

*You must give sufficient thought to setting out the desired scope of a policy in an accurate and clear manner. Therefore, you may need to consult with relevant stakeholders to ensure that all relevant parties are included, or in some cases, that certain parties are excluded, from the scope of the policy.*

## **Policy Statement** *(Mandatory)*

The Policy on…….

*This section will state the policy and/or the principles on which it is based. It is intended to be a clear statement of intent or position on a particular matter or issue and should address what is permitted or prohibited, what is required or how an issue will be handled. The statement should be concise, definite and without ambiguity. Ideally it should also state that compliance with the policy is mandatory as this is one of the defining attributes of a policy. Do not place procedures and / or guides within this section as they can be referenced in the “Related Documentation” section below and ideally should be contained in a separate document to the policy itself on which they are based.*

## **Roles and Responsibilities** *(Mandatory)*

*This section may be used to outline the various roles and responsibilities of all the individuals involved in the implementation of a policy. Only formal titles or positions held by individuals should be listed. An individual’s personal name is not to be used.*

## **Sanctions** *(Optional)*

*This section may be used to outline the sanctions which may be taken in the event of non-compliance with the policy. The statement of a defined sanction within a DCU policy is rare but it may be appropriate to do so depending upon the circumstances or reason for the policy.*

## **Definitions** *(Optional)*

*This section may be used to define the meaning of key words or phrases used in the policy which may not be familiar to, or might be misunderstood by, a reader. Consideration should be given to the likely target audience for the policy and the likelihood that they will understand technical or unit specific words or phrases. It may add to the clarity of a policy if key words and phrases are laid out using a table similar to the one below. (Additional rows can be added to the table by placing the cursor within the table, right click, select Insert, select Insert Row Below).*

|  |  |
| --- | --- |
| **Key word or phrase # 1** | This is ….. |
|  |  |
| **Key word or phrase # 2**  | This is…… |
|  |  |
| **Key word or phrase # 3** | This is…….  |
|  |  |

## **Related Documentation** *(Mandatory)*

This Policy should be read in conjunction with:

*This section will be used to list any other guidance material which will assist policy users and readers in understanding or implementing the policy e.g. related policies, procedures, guidelines, forms, websites etc. Such documentation should be referenced in the policy rather than included as additional content within the text of the policy.*

*Where possible the additional guidance should be hyperlinked (e.g. on the ‘Insert Tab’ select ‘Hyperlink’ and insert the web address).*

## **Frequently Asked Questions** *(Optional)*

*This section may be used to list typical queries, and their answers, in relation to the Policy. You should include this section if you foresee the Policy giving rise to a number of recurring queries. Where there are likely to be a substantial number of different queries they should be listed in a separate document and a reference to that document placed within this section.*

## **Contact** *(Mandatory)*

## Any queries regarding this policy should be directed to …….

*This section will be used to state the contact details for the University unit associated with the implementation of the Policy, which in most cases, will be the Policy Owner.*

## **Policy Review** *(Mandatory)*

This policy will be reviewed ……

*This section will be used to state how often the Policy will be reviewed and by which university unit or internal group.*

## **Version Control** *(Mandatory)*

## *All policies will have a version control box similar to the one set out below which will state the policy title, a version reference, document owner (the office under which the policy naturally falls), the level of university management which approved the policy and the date the policy was approved. A template for the box is available at the same website location as this policy template. The box should be created using Excel and then copied and pasted as a “Picture” into the body of the policy at this point. The University Risk and Compliance Officer can provide assistance with this.*

##

**End.**