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| **Name of Procedure** | Insert a brief and meaningful title for your procedure. |
| **Governing policy** | Insert a reference to the policy to which the procedure relates. |
| **Description of Procedure** | Brief statement about the purpose of the procedures, e.g. ‘This document sets out how ACU will manage breaches of the Privacy Policy'. |
| **Procedure applies to** | [ ]  University-wide[ ]  Specific *(outline location, campus, organisational unit, etc)**Tick the appropriate box to indicate if the procedure is University-wide or has specific application.*For specific application, please list details. |
| [ ]  Staff only [ ]  Students only [ ]  Staff and students*Tick the appropriate box to indicate whether the policy applies to Staff, Students, or Staff and Students.* |
| **Procedure status** | [ ]  New procedure [ ]  Revision of existing procedure*Tick the appropriate box to indicate if this is a new or revised procedure.* |

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| **Approval authority** | This should be the Vice-Chancellor or delegate. |
| **Governing authority** | This should be either the relevant decision-making Committee or a Senior Executive Group member. |
| **Responsible officer** | This should be a member of the Executive. |

*Refer to the Delegations of Authority Policy and Register and/or relevant Committees Terms of Reference for further details.*

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| **Approval date** | List the original date when the procedure was first approved by the Approval Authority. |
| **Effective date** | List the start date of the procedure (this may be the same as the approval date or later). |
| **Approval date of last revision** | List the date when the procedure was last revised (this would be the latest approval date by either the Governing Authority or Approval Authority). You can leave the last approval date and policy review date for editorial changes. |
| **Effective date of last revision** | List the start date of the revised procedure (this may be the same as the approval date of last revision or later) |
| **Date of governing policy review\*** | Please list when the governing policy is due to be reviewed (up to five years from the Approval Date, or more frequently if appropriate). |

*\*unless otherwise indicated, this procedure will still apply beyond the review date*

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| **Related legislation, policies, procedures, guidelines and local protocols** | Please list the key related policies, procedures, guidelines, local protocols, templates and documents. |

Suggested headings for Table of Contents

[1. Governing Policy 3](#_Toc52188029)

[2. Scope/Application 3](#_Toc52188030)

[3. [insert substantive headings relating to the procedure] 3](#_Toc52188031)

[4. Review 3](#_Toc52188032)

[5. Revisions made to this Procedure 3](#_Toc52188033)

[6. Further Assistance 4](#_Toc52188034)

# Governing Policy

# Scope/Application

# [insert substantive headings relating to the procedure]

# Review

State how often the governing policy will be reviewed and provide details in the table below. Most University-wide policies are reviewed every five years. You may use the following line:

*“In line with the University's Policy Development Policy, this procedure will be reviewed in line with the governing policy and is scheduled for review every five years or more frequently if appropriate.”*

# Revisions made to this Procedure

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| --- | --- | --- |
| **Date** | **Major, Minor or Editorial Revision** | **Description of Revision(s)** |
| Date of revision/new policy | Refer to Glossary of Terms in the Policy Development and Review Policy for definitions of major, minor and editorial amendments | Please outline the main changes made to the procedure. For New Procedures, please state ‘New Procedure.’ |
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# Further Assistance

Suggest any further resources that will aid the readers (this could be an online resource or a contact in charge of the policy).