**X**

**Policy**

**To whom/what forum**

**Date**

**Version 0.X**

**setu.ie**

|  |  |
| --- | --- |
| Document Details | |
| Document Title: | **X Policy** |
| Version: | 0.3 |
| Approved By: | Add |
| Date Approved: | Add |
| Effective Date: | Add |
| Review Date: | One year from approval |
| Policy Owner: | Vice Presidents XYZ |

|  |  |  |  |
| --- | --- | --- | --- |
| **Consultation Details** | | | |
| Name: |  | | |
| Date: |  | | |
| Details of Consultation: |  | | |
|  | |  | |
| **Revision History** | | | |
| Previous Version No. | Summary of Amendments | | Version No. |
| N/A | First draft | | 0.1 |
| 0.1 |  | |  |

|  |  |
| --- | --- |
| **Publication Details** | |
| Where | **Date** |
| Drive/Public/HR/Policies |  |
| All Staff Email |  |

|  |  |
| --- | --- |
| **Feedback** or issues arising on implementation of this policy should be communicated to the policy author. | |
| Policy Author |  |

Contents

[Document Details 1](#_Toc120020331)

[Contents 2](#_Toc120020332)

[1. Introduction/Context 3](#_Toc120020333)

[2. Purpose 3](#_Toc120020334)

[3. Scope 3](#_Toc120020335)

[4. Principles 3](#_Toc120020336)

[5. Policy 3](#_Toc120020337)

[6. Definitions 3](#_Toc120020338)

[7. Responsibility and Authority 3](#_Toc120020339)

[8. Other 3](#_Toc120020340)

[9. Supporting Documentation 3](#_Toc120020341)

[10. Guidance 3](#_Toc120020342)

[11. Other 3](#_Toc120020343)

[12. Compliance 4](#_Toc120020344)

[13. Related Documents 4](#_Toc120020345)

[14. Useful Links 4](#_Toc120020346)

[15. Document Control 4](#_Toc120020347)

[16. Policy Author 4](#_Toc120020348)

[17. Appendices 4](#_Toc120020349)

[Appendix 1: XXXXXXXXXXXXXXXXXXXXXXXX 5](#_Toc120020350)

[Appendix 2 YYYYYYYYYYYYYYYYYYYYY 5](#_Toc120020351)

# Introduction/Context

In the course of official ………………………

# Purpose

The purpose of this policy is to ensure ……………………

# Scope

This policy applies to ………………………………

It shall be made generally available and published publicly via the University web-site.

# Principles

The general principle which should be followed …………………………

The guiding principles for …………………….:

4.1 xxxxxxxxxx;

4.2 yyyyyyyyyyyyyyyyyy;

4.3 zzzzzzzzzzzzzzzzzz;

# Definitions

For the purpose of this policy X is defined as…………….

# Policy

Details of the policy.

# Responsibility and Authority

All……………..

# Other

xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx

# Supporting Documentation

xxxxxxxxxxxxxxxxxxxxxxxxxx

# Guidance

If any

# Other

xxxxxxxxxxxxxxxxxxxx

# Compliance

It is expected that all employees of the University and all members of the University Governing Body will comply with this policy.

# Related Documents

xxxxxxxxxxxxxxxxxx

# Useful Links

[Policies page](https://www.setu.ie/about/setu-governing-body/policies)

# Document Control

Date Policy approved:

Date of next review:

# Policy Author

The authors of this policy are the XYZ. Any feedback or issues arising on implementation of this policy should be communicated to the policy authors. They are responsible to ensure that the Policy Owner is aware of these comments when reviewing the policy.

# Appendices

Appendix 1 XXXXXXXXXXXXXXXXX

Appendix 2 YYYYYYYYYYYYYYYYYYY

## Appendix 1: XXXXXXXXXXXXXXXXXXXXXXXX

## Appendix 2 YYYYYYYYYYYYYYYYYYYYY