



Future Published Document

(1) Policy Template – Replace the existing instructional text with the document content. For more guidance on completing this template, please refer to the Policy Framework Policy.

Section 1 - Scope

(2) This Policy applies to:

- a. Insert a brief list indicating the policy scope e.g.
 - i. All staff / students
 - ii. All courses
 - iii. All campuses

(3) NOTE: If the scope does not apply to all Monash points of presence or if an in-country law or regulation applies, this must be noted here.

Section 2 - Policy Statement

(4) This is the main body of the policy.

(5) The policy is a concise, formal and mandatory statement of rules that outline the University's position on key academic or operational matters. Formatting and numbered headings are to be used where required.

Format Styling

(6) To be used as required, in the stated hierarchical order:

- a. Section Heading
- b. Major Heading
- c. Minor Heading
- d. Clause (Numbered body)
- e. Sub-clause level one (a, b, c)
- f. Sub-clause level two (i, ii, iii)
- g. Sub-clause level three (points)

Section 3 - Definitions

(7) The format is displayed as:

Term/Abbreviation	Definition
inset term/ abbreviation	insert definition & add rows for each new term.

(8) Procedure Template – Replace the existing instructional text with the document content. For more guidance on completing this template, please refer to the Policy Framework Policy.

Section 4 - Scope

(9) This Procedure applies to:

- a. Insert a brief list indicating the policy scope e.g.
 - i. All staff / students
 - ii. All courses
 - iii. All campuses

(10) NOTE: Scope can be tailored to procedure application but must not extend beyond the scope of the parent policy.

Section 5 - Procedure Statement

(11) This is the main body of the procedure and a brief statement of purpose may be included (maximum 2 sentences).

(12) The procedure should outline high-level mandatory processes and practices that are required to implement and comply with the parent policy, and should be structured using numbered headings and sub-headings.

Format Styling

(13) To be used as required, in the stated hierarchical order:

- a. Section Heading
- b. Major Heading
- c. Minor Heading
- d. Clause (Numbered body)
- e. Sub-clause level one (a, b, c)
- f. Sub-clause level two (i, ii, iii)
- g. Sub-clause level three (points)

Section 6 - Definitions

(14) The format is displayed as:

Term/Abbreviation	Definition
inset term/ abbreviation	insert definition & add rows for each new term.

(15) Schedule Template – Replace the existing instructional text with the document content. For more guidance on completing this template, please refer to the Policy Framework Policy.

Section 7 - Scope

(16) This Schedule applies to:

- a. Insert a brief list indicating the policy scope e.g.
 - i. All staff / students
 - ii. All courses
 - iii. All campuses

(17) NOTE: Scope can be tailored per Schedule but must not extend beyond the scope of the parent policy.

Section 8 - Schedule Statement

(18) The Schedule should outline high-level mandatory processes and practices that are required to implement and comply with the parent policy.

(19) This is the main body of the Schedule and should be structured using numbered headings and sub-headings.

Format Styling

(20) To be used as required, in the stated hierarchical order:

- a. Section Heading
- b. Major Heading
- c. Minor Heading
- d. Clause (Numbered body)
- e. Sub-clause level one (a, b, c)
- f. Sub-clause level two (i, ii, iii)
- g. Sub-clause level three (points)

Section 9 - Definitions

(21) The format is displayed as:

Term/Abbreviation	Definition
inset term/ abbreviation	insert definition & add rows for each new term.

Status and Details

Status	Historic
Effective Date	20th October 2021
Review Date	20th October 2022
Approval Authority	Position A6
Approval Date	20th October 2021
Expiry Date	20th October 2021
Responsible Executive	Joey Auldy Chief Operating Officer1
Unit Head	Bevan Beaver Director People and Culture
Author	Joey Auldy Chief Operating Officer
Enquiries Contact	Joey Auldy Chief Operating Officer1