



Template for Policy and Procedure Documents [Calibri 14 Bold]

1. Purpose [Calibri 12 Bold]

State the intent or purpose of the policy/procedure. [Calibri 11]

2. Scope

Specify the groups to whom the policy applies: ie. all staff/students.

Specify any groups to whom the policy does not apply. ie. exclusions.

3. Definitions [Table form]

Term	Definition
Words or terms used within the document that are not in common use, listed in alphabetical order [Bold]	Define terms used within the policy. If acronyms are used, provide full components of phrase or words. A standard example appears below
Executive Dean	is the Head of the Academic Department of MIT to whom the Heads of School report.

4. Policy Statement

A policy is a formal statement of principle that regulates, directs and controls Institute operations. State the policy broad principles from which processes can be developed within procedures. These principles should adhere to the policy's purpose.

5. Procedure

A procedure documents the processes or actions required to implement a policy. State the procedures broad principles that give effect to the purpose of the policy. Further detail of the process should be contained in a table to follow.



- 5.1 The stages of the procedure are known as the “Process Table/etc. (this may include a number of sections) and are detailed under section 5.4). [Indent sub-sections]

5.4 Process table- Level /Stage 1

Process [example]	Responsibility	Timeline
a) Report b) Check /Notify.	Specify eg. Institute officer/committee	Specify eg. Within 5 working days
c) Investigate d) Provide e)	Unit Coordinator	Within 7 days
f)	Head of School	Within 10 working days

- 5.5 Further procedural steps or details in required.

6. Responsibilities

- 6.1 The Institute-

Specify details [Indent for sub-sections, include those with specific responsibilities only, list in order of importance]

- 6.2 The Schools/Academic Board/Teaching and Learning Committee

Specify details.

- 6.3 Specific officers of the Institute-

eg. Heads of School, Campus Director, etc.

- 6.4 Staff-

- 6.5 Students-



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7. Implementation and communication

This procedure will be implemented and communicated through the Institute via: [Specify, example below]

- Announcement on the Institute's webpage;
- Internal circulation to staff;
- Staff professional development;
- Student orientation programs;
- Student handbook.

Supporting documents and References

Government legislation:

[Specify relevant legislation]

Include the titles and URLs in brackets (where applicable) of any state or federal legislation.

Institute documents:

[Specify or state MIT Policies and Procedures]

Other;

[Specify references]

Include titles of any documents that relate to the policy/procedure.

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