<<< POLICY TITLE >>>
POLICY DDS

Section 1 - Purpose & Scope

(1)   In this section you must answer: what problem is this policy seeking to fix? It might for instance make reference to statutory requirements or decisions by the University's Council.

(2)   Scope

   a.   In this sub-section, you must define who the policy applies to. Policies must apply University-wide, but may apply to specific groups within the University.

   b.   For example: This policy applies to SCU Undergraduates, and does not apply to Post-graduates of the University.

Section 2 - Definitions

(1)   In this section you may provide definition for terms that have particular meaning or have a need for some interpretation related to the particular policy (i.e. unique to that policy). It should be used sparingly and it is not necessary to define common terms (such as 'University') or to list terms where the meaning is self-evident. Policy authors should ensure that terms are used consistently across the policy suite and the Glossary function in the Policy system will progressively be developed and populated for that purpose.

Section 3 - Policy Statement

(1)   In this section you must describe, in as few words as possible, what principle the University is seeking to establish, i.e. what behaviour(s) or outcome(s) is SCU seeking to achieve?

(2)   For example:

   a.   Example Policy Statement: The University shall assess all applications for admission in a fair and equitable manner.

   b.   The principle described above is intended to guide decision making regarding whom to admit to the University. It directs that decision making surrounding admissions must be made on the basis of fairness and equitability.

(3)   The Policy Statement does not need to describe why, or how the principle is to be adhered to, this must be provided in Section 1 (why) and Section 4 (how) of the template.

(4)   A Policy Statement must apply across the University, and must be consistent with the SCU Act, By-laws and Rules, and will be invalid to the extent of any inconsistency.

Section 4 - Procedures

(1)   In this section you must detail how SCU will give effect to the policy statement, i.e. who will achieve the principle and how will they do it. It is the 'how to' section that provides the standard and required way a matter must be handled. Procedures must be written as mandatory requirements and incorporate verbs like "must", "will", or "is required to".

Section 5 - Guidelines

(1)   In this section, authors can be flexible in terms of providing a range of advice and guidance on what would be best practice (but ultimately optional behaviour). Guidelines are not mandatory and may contain examples, checklists, further clarifications or extrapolations etc.