UNIVERSITY OF CANTERBURY
Te Whare Wānanga o Waitaha
CHRISTCHURCH NEW ZEALAND

Guidelines for Using the UC Document Template

[Add a subtitle here if needed]

Last Modified	[Month YYYY (e.g., June 201X)]
Review Date	[Month YYYY (e.g., June 201X – this should be no more than 3 years from last modified date)]
Approval Authority	[Position title or approval body (this should be the position of an SMT member or higher, e.g., Chair, Academic Board or Vice-Chancellor)]
Contact Officer	[Position title and area of employment of person who would have most working knowledge of this document and is responsible for any reviews]

Title
(Arial 18pt)

- Click and type over "Title of Document" inside the image strip.

- Title should be right justified.

- Modify or rearrange title where necessary to facilitate access in an alphabetical web search facility (e.g., "Policy on Harassment" becomes "Harassment Policy" so that it is searched via "H" for "Harassment" rather than "P" for "Policy").

- If the title is long, spread over two or three lines. The subtitle can be used for such statements as "… Staff Only". If the subtitle is not required, delete the field.

- Ensure the title clearly reflects the content of the document (e.g., *Online Survey Policy* would be better titled *Survey Policy and Application Procedures for Online Student Surveys*).

Last Modified
(Arial 12pt)

- Where this information is available, please identify the month and year when the document was created or when the last amendment or review was approved (whichever is the most recent).

Review Date
(Arial 12pt)

- Identify a month and year when the document should next be reviewed. The standard review periods will be between one year and three years.

Approval Authority

- An approval authority is assigned to all compliance documents, in accordance with the delegations approved by the University Council. This person, committee or other body has overall

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responsibility and sign off on the original document or any reviews done on the document (e.g., Chair, Academic Board or Vice-Chancellor).

Contact Officer
- A contact officer should be identified, by position, for day-to-day administrative enquiries about each compliance document. This person will also be the first point of contact during the review process and will have task responsibility for the document's validity. (See Using the UCPL for information about the review process.)

- Operational responsibility may also sit with this person or with a related committee.

Introduction (Arial 14pt Bold)

This section identifies briefly why the document has been created, what legislation governs the document (if any). The introduction should include a statement about organisational scope (e.g., University-wide) and be no longer than a paragraph or two.
 (Note: all text within the document should be Arial 12pt).

Definitions (Arial 14pt Bold)

Any key words, acronyms or jargon identified in the document should be defined. Over time, a glossary of key terms may be developed to assist this process. In the meantime, consistency should be ensured by applying the same definitions across related documents. The word or statement being defined should be in **bold** type and listed alphabetically.

In legal documents, words that are given a specific definition in the context of that document are generally then capitalised throughout the document. For University documents, generally only those words that would normally need to be capitalised (such as a proper noun or position title) should be capitalised throughout the document rather than every term that has been defined.

First heading (e.g., Policy Statement) (Arial 14pt Bold)

Sub-heading (Arial 12pt Bold)

This section should only be included if the document dictates a policy rather than procedures or guidelines. See definitions to clarify the difference and illustrate distinction.

In brief, a policy is the University's statement of intent or strategic direction on a particular issue. Compliance with policies is expected and non-compliance may result in censure, penalties and/or disciplinary action.

This section may be deleted if not relevant.

It may be that both this section (Policy Statement) and the next (Procedures and/or Guidelines) are included if both a policy statement and procedures or guidelines are part of the document.

The policy statement may be quite brief or may stretch to several pages, depending on individual documents. The section may include several sub-headings, as necessary.

Document developers have a great deal of flexibility in how the content is presented but are asked to use standard formatting and only number if necessary, otherwise bullet points or new paragraphs should be sufficient. The Policy Unit will provide feedback and make suggestions on content layout, format and content wording from time to time.

Contact the Policy Unit for clarification or guidance.

Procedures and/or Guidelines (Arial 14pt Bold)

Sub-heading (Arial 12pt Bold)

This section should only be included if the document dictates procedures or guidelines rather than or in addition to, policy. See definitions to clarify the difference to illustrate distinction. In brief, procedures are a step-by-step list in sequential order of how the University is going to carry out a policy.

Guidelines are best practices or encourage a particular direction or practice on any issue.

Compliance with procedures and guidelines is expected and where a decision is taken to depart from them, actions may need to be explained and/or justified.

The procedures guidelines may be quite brief or may stretch to several pages, depending on individual documents. The section may include several sub-headings, as necessary.

This section may be deleted if not relevant. Contact the Policy Unit for clarification or guidance.

Related Documents and Information (Arial 14pt Bold)

List (in bullet point form and alphabetically in ascending order), any relevant policies, procedures, guidelines, statutes, legislation, websites or other documents or information resources that users should consider in relation to this document. These may be internal or external to the University of Canterbury. Please ensure that the title is correctly stated so that a hyperlink to the resource can be set up. Use the following headings, as appropriate, in the order of the following examples:

Legislation

- The Treaty of Waitangi (Te Tiriti o Waitangi) (New Zealand Legislation website)

UC Regulations

- [University Regulations (University Regulations website)](#)

UC Policy Library

- [Metapolicy (PDF, 366KB)](#)

UC Website and Intranet

- [UC Policy Library (University UC Policy Library website)](#)

External

- … (… website)

Appendices (Arial 14pt Bold)

- List (in bullet point form) any forms, templates, discussion documents that are reproduced at the end of the document. Use the format: Appendix A: XYZ Form

- Delete section if not required.

Document History and Version Control

Document History and Version Control Table			
Version	**Action**	**Approval Authority**	**Action Date**
x.xx [A major review will be recorded before the decimal point (e.g., 1.00/2.00/3.00, etc.) A minor change will be recorded after the decimal point (e.g., 1.01/1.02/1.03, etc.)]	[A brief summary of the changes made to the document, such as "Creating and uploading original document to UCPL" or "Minor review of document (add details)" or "Major review of document in line with changes to legislation", etc.]	[This is the person or body that approved this particular change – not necessarily the original approval authority]	[Mmm YYYY]

The Document History and Version Control table must be filled in by the Policy Unit each time a change is made to the document and must correspond to the last modified date at the top of the document. For further information, refer to the University's *Document History and Version Control Guidelines*.

Document History and Version Control Table			
Version	**Action**	**Approval Authority**	**Action Date**
1.00	Creation of original document and addition to UCPL.	Senior Policy Advisor	Sep 2015
1.01	Minor amendments.	Policy Unit	Jul 2016
1.02	Minor amendments.	Policy Unit	Apr 2017

| 1.03 | Minor amendments. | Policy Unit | Oct 2018 |