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| **Purpose of Policy** |
| A clear statement for the reason for the policy. |
| **Overview** |
| An overview of the policy, including any background information that gives the context for the introduction for the policy. |
| **Scope: Mandatory Policy** |
| States the categories of staff and/or students to whom the policy applies, and/or the authority of the policy in the decision-making structure of the University (e.g. University-wide/College of X/ School of Y). This information underpins the effective implementation of the policy. Note that ‘all staff’ should not be the default. |
| **Contact Officer** | Name | Role | Email |
| **Document control** |
| **Dates** | **Approved**: DD.MM.YY | **Starts:** DD.MM.YY | **Equality impact assessment:**DD.MM.YY | **Amendments:** DD.MM.YY | **Next Review:** YYYY/YYYY |
| **Approving authority** | e.g. Senate |
| **Consultation undertaken** | State bodies/officers/constituencies |
| **Section responsible for policy maintenance & review** | Name of organisational unit |
| **Related policies, procedures, guidelines & regulations** | Name and link to related policies, procedures and guidelines, including level of subsidiarity at which guidance can be drafted. |
| **UK Quality Code** | UK Quality Code |
| **Policies superseded by this policy** | List policy/policies and/or previous authority superseded by this new policy. |
| **Alternative format** | If you require this document in an alternative format please email Academic.Services@ed.ac.uk. |
| **Keywords** | Keywords or phrases likely to be used in on-line searches. |

The core section of the document, containing the principles on which the policy is based/the description of the policy. Where principles are listed, each principle should be numbered (not bulleted).

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**Insert latest date approved/amended**