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| **Purpose of Guidance** |
| A clear brief statement for the reason for the guidance including the name of any policies or procedures that the guidance supports. The information provided in guidance is not mandatory. |
| **Scope: Guidance is not Mandatory** |
| States the categories of staff and/or students to whom the guidance applies. This information underpins the effective implementation of the guidance. 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** | Position/role or Committee responsible for the approval and subsequent operational implementation of the guidance. |
| **Consultation undertaken** | e.g. via Task Group; Heads of Schools; Edinburgh University Students’ Association |
| **Section responsible for guidance maintenance & review** | Name of organisational unit |
| **Related policies, procedures, guidelines & regulations** | Name and link to related policies, procedures, guidelines and regulations. |
| **UK Quality Code** | UK Quality Code |
| **Guidance superseded by this guidance** | List guidance and/or previous authority superseded by this new guidance. |
| **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**