|  |
| --- |
| **Purpose of Procedure** |
| A clear brief statement for the reason for the procedure including the name of the policy (or policies) the procedure supports. |
| **Scope: Mandatory Procedure** |
| States the categories of staff and/or students to whom the procedure applies. This information underpins the effective implementation of the procedure. 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 procedure. |
| **Consultation undertaken** | e.g. via Task Group; Heads of Schools; Edinburgh University Students’ Association |
| **Section responsible for procedure 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 |
| **Procedures superseded by this procedure** | List procedures and/or previous authority superseded by this new procedure. |
| **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).

Lorem ipsum dolor sit amet, consectetur adipiscing elit. Vivamus quis consectetur neque, id porttitor elit. Pellentesque nec dignissim enim. Nam placerat massa ultrices, fermentum tellus nec, fringilla mauris. Suspendisse porta lorem erat, non auctor enim fringilla ut. Proin posuere magna ut quam sollicitudin pretium. Proin sagittis quis tellus ac scelerisque. In blandit nibh eu lorem mattis iaculis. Phasellus id leo nec lorem faucibus ultricies eu vitae mauris. Suspendisse vel ultrices sapien. Suspendisse potenti.

Nunc odio lacus, mollis in nisi et, ultrices pulvinar ante. Curabitur ligula sem, tincidunt ac laoreet ac, convallis eu risus. Nam condimentum quis sapien tempor tristique. Maecenas rhoncus libero nibh, quis auctor felis eleifend id. Aliquam sagittis felis vitae arcu vestibulum, quis facilisis elit ultrices. Fusce sit amet sodales dolor. Pellentesque ac lectus ut erat tincidunt eleifend eget eu ante. Etiam at placerat purus, quis consequat erat. Integer posuere lacinia dolor, in porttitor dolor auctor sed. Quisque nec lorem porta, luctus nisl id, consequat ante. Duis accumsan libero non nisi iaculis, eget tristique enim facilisis. Cras id sodales risus, non pretium elit. Proin sed lacus magna.

Pellentesque viverra magna sit amet massa cursus rutrum. Nunc imperdiet vehicula euismod. Vivamus aliquet, erat ut volutpat sodales, neque arcu lobortis quam, at semper felis turpis eget nisi. Nam eget eros nec risus aliquam sollicitudin. Vivamus fringilla quis nunc id blandit. Aliquam erat volutpat. Praesent hendrerit massa et rhoncus pellentesque. Ut ac laoreet justo. Pellentesque hendrerit mi id enim sollicitudin molestie. Mauris lectus felis, porttitor a mollis sit amet, sollicitudin ac nisl. Donec vestibulum neque ac augue convallis, ut volutpat velit laoreet. Integer pharetra lectus sapien, sit amet bibendum nulla pretium eu. Duis fermentum purus eu quam viverra, sed adipiscing erat eleifend. Aliquam sollicitudin, enim eu fermentum feugiat, risus nulla mollis neque, at lobortis tellus ipsum sed magna. Curabitur sed tellus eu dolor pellentesque cursus at id metus.

Morbi lectus arcu, iaculis nec velit vitae, suscipit lobortis nibh. Morbi in odio pellentesque, laoreet dui id, mollis magna. Aliquam sed mi et magna vehicula molestie. Nullam vitae pulvinar enim. Aenean ante odio, sagittis vitae mi eu, tincidunt convallis diam. Pellentesque tortor ligula, elementum sit amet augue at, ultricies pharetra diam. Pellentesque nibh lectus, gravida id orci a, vulputate cursus tellus. Vestibulum ante ipsum primis in faucibus orci luctus et ultrices posuere cubilia Curae; Nulla magna lectus, porta eget turpis vitae, eleifend varius neque. Quisque mi quam, sollicitudin eu condimentum non, tristique ac purus. Pellentesque eleifend diam non laoreet blandit. Mauris lobortis auctor magna, sit amet semper augue lacinia a. Donec tristique, eros et feugiat pellentesque, tortor ipsum ullamcorper mauris, quis pulvinar mauris mauris eget magna.

Donec non eleifend arcu, quis rutrum arcu. Aliquam id convallis lorem. Curabitur nec elit ac nisl posuere molestie eget feugiat metus. Duis a magna vitae orci convallis pulvinar a quis ligula. Nullam elementum massa eget turpis commodo malesuada. Aenean erat arcu, fermentum vitae viverra sed, imperdiet in ante. Nam adipiscing tempus velit, nec ullamcorper nisi venenatis sed. Nulla facilisi. Vestibulum scelerisque, metus non malesuada vehicula, mauris risus ornare nunc, consectetur facilisis nunc nunc eu eros. Praesent magna leo, semper eget magna nec, elementum pulvinar orci. Curabitur scelerisque ultrices mattis. Vivamus eu justo feugiat risus vulputate posuere eu id leo. Phasellus pretium eu mi vitae vulputate. Donec volutpat vehicula scelerisque. Fusce porta venenatis lectus, eget fermentum elit tempor at.

**Insert latest date approved/amended**