# Procedure Title#

## 1 Purpose

Describe briefly the rationale for the procedure, i.e. why the procedure is needed. **Start the sentence with 'To', followed by a verb.**

Insert Text

## 2 Scope

Identify who the procedure applies to (e.g. separate areas or groups within the University or the whole University). Identify groups with reference to the Definitions Dictionary and identify any exclusions. **Start the sentence with 'This procedure applies to'.** Where no exclusions are identified, the scope may be described as follows: 'This procedure applies across the University.'

Insert Text

## 3 Procedure Overview

This must be a concise summary of the content of the procedure consisting of no more than a paragraph or two. **Start the sentence with 'This procedure', followed by a verb.**

Insert Text

## 4 Procedures

This is the formal statement of the mandatory process or steps to be followed. The procedures set out the action that must be undertaken in order to deal with a particular situation consistent with policy. They do not include information such as calendar due dates or processes that may vary from year to year. Procedures may, however, include generic dates, for example, 'on the first Monday after the release of final results'.

When drafting the instructions, break the procedures up into a series of distinct actions or steps that need to be completed and set them out in the order that they should be completed. Number each separate step or action sequentially. Short paragraphs are preferable.

If there are consequences related to not following a procedure, these should be included.

Insert text using styles available in the 'Quick Styles Gallery'. The following styles are available.

Note: Use headings (and heading styles) to structure the procedure, increase readability and generate a linked contents list when published to the website. Use of headings will make the content more easily read and referenced and they also automatically generate the contents at the top of the document when published to the website.

## 4.1 Heading 2

### 4.1.1 Heading 3

#### *4.1.1.1 Heading 4*

Body text

- List Bullet 1
    - List Bullet 2

1. List Number 1
    a. List Number 2

| **Table Heading** | **Table Heading** |
|---|---|
| Table body | Table body |

# 5 References

Insert references to publications, using the APA referencing style.

Insert Text

# 6 Schedule

This procedure must be read in conjunction with its subordinate schedules as provided in the table below.

# 7 Procedure Information

| | |
|---|---|
| **Subordinate Schedules** | Schedules contain content that is subordinate to the procedure and is too long to include in the procedure document. Inclusion of detail in a separate Schedule aids readability and usability as they are published separately and can be referenced directly in the Policy and Procedure Library. Insert the schedule name here and it will be automatically linked during the publication process.<br><br>Insert Text |
| **Accountable Officer** | The Accountable Officer will be determined with reference to accountability for the related policy and will be a member of the senior executive. The Accountable Officer must be referred to by position title only.<br><br>Insert Text |
| **Policy Type** | University Procedure |
| **Approved Date** | * The date the procedure was approved by the relevant Approval Authority<br><br>To be inserted during the publication process |
| **Effective Date** | * Unless otherwise determined by the Approval Authority, the procedure will become effective from the date it is approved.<br><br>To be inserted during the publication process |
| **Review Date** | * All new procedures, or major amendments to procedures, are to ordinarily be reviewed three years from the date of effect.<br><br>To be inserted during the publication process |
| **Relevant Legislation** | Insert Regulatory Compliance Instrument titles only and hyperlink to the relevant legislation using links as provided in the University's Compliance Register.<br><br>Note: Act, Statute and Regulation titles should be italicised.<br><br>Insert Text |
| **Related Policies** | Use exact policy titles, as approved and recorded in the Policy and Procedure Library.<br><br>Note: Do not include active links as these are automatically |

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| | generated by the system.<br><br>Insert Text |
| **Related Procedures** | Use the exact title of the procedures, as approved and recorded in the Policy and Procedure Library. It is normal and recommended practice to prepare the procedures associated with a policy simultaneously.<br><br>Note: Do not include active links, as these are automatically generated during the publication process.<br><br>Insert Text |
| **Related forms, publications and websites** | Alphabetically list and hyperlink related documents, other than legislation, policies or procedures. Any documents referred to in the body of the procedure must be listed and may include forms, websites etc. Where access to a document is restricted, indicate '(restricted access)'.<br><br>Insert Text |
| **Definitions** | **Terms defined in the Definitions Dictionary** |
| | Wherever possible, use approved definitions as provided in the Definitions Dictionary and include as below.<br><br>**Term (approved)**<br><br>Definition of the term approved and published in the Definitions Dictionary.<br><br>If additional definitions need to be developed for approval and publication in the Definitions Dictionary, develop these in conjunction with the procedure content and undertake appropriate consultation. Include as provided below.<br><br>**Term (for approval)**<br><br>Definition of the term developed in conjunction with the procedure content and requiring approval by the procedure Approval Authority.<br><br>The Definitions Dictionary is not a repository for acronyms. These should be provided in the body of the document, with the first use cited in full, followed by the acronym in brackets.<br><br>Note: Do not include active links to the relevant definition in |

| | |
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| | the Definitions Dictionary as these are automatically generated during the publication process. |
| | **Definitions that relate to this procedure only** |
| | Definitions that relate to specific procedures only are not appropriate for inclusion in the Definitions Dictionary and should be provided as below.<br><br>**Term**<br><br>The definition of the term that is specific to the procedure only. |
| **Keywords** | Users can search for policies and procedures in the Policy and Procedure Library by keyword. It is not necessary to list any word in the title or body of a policy or procedure as a keyword, as these are automatically included in keyword searches. List any other words that users may enter to search for this document. Provide in a single line, in lower case, with each entry separated by a comma.<br><br>key word, key word, key word |
| **Record No** | Inserted when template created |

**Drafting version control**
(to be removed prior to provision to final Approval Authority and publication to Policy and Procedure Library)

| Version | Date | Author | Change Description |
|---|---|---|---|
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## GENERAL NOTES ON USING THIS TEMPLATE

The following notes are provided as a guide only. Please refer to the 'Instructions for Writing a Procedure', the 'Policy and Procedure Manual' and 'Policy and Procedure Style Guide' for comprehensive instructions.

### # Title

The title of the procedure must not start with the words 'The', 'USQ', 'University' or 'Procedure', or contain an abbreviation. 'Procedure' must be the last word of the title (e.g. *Enrolment Procedure*).

### * Procedure Information

All sections must be completed, except those marked with an asterisk.

### Styles

*Failure to comply with this Policy or Policy Instrument may be considered as misconduct and the provisions of the relevant Policy or Procedure applied. A hard copy of this electronic document is uncontrolled and may not be current as the University regularly reviews and updates its Policies and Policy Instruments. The latest controlled version can be found in the University's Policy and Procedure Library.*

Please use the styles available in this template only. This will ensure consistency across and correct publication to the Policy and Procedure Library website. Styles should be selected from the 'Quick Styles Gallery'.

Care should be taken when cutting and pasting text from another source into this template. Use 'Paste Special' (Ctrl+Alt+V) and paste as 'Unformatted Text', then apply formatting using the pre-defined styles.

**Images/graphics**

Images or graphics must be inserted as pictures only; i.e. jpeg, png, bmp ('SmartArt' will not display on the web). Alternative text must be added to assist readers with a disability. Right click over the image, select 'format picture', 'alt text' and insert a short title and description of the image.

**Tables and figures**

Please number and label tables and figures and refer to them by number. Insert a table title before the table and figure title after the figure, using the following convention:

> **Table 1: <insert title>** (bold text, before table)
>
> **Figure 1: <insert title>** (bold text, after figure)

**Lists/bullets**

When the items in a bullet list are a full sentence, use an initial capital for each item and a full stop at the end. When the items in a bullet list are not a full sentence, start each item with a lower-case letter and do not use any punctuation at the end of each item unless qualifiers are required. Use a full stop at the end of the last item. Refer to the Style Guide for further details and examples.

For ease of reading, lists and bullet levels are limited to two levels. Only two levels of lists or bullets can be used at any time; i.e. combining bullet and numbered lists will not replicate in the Policy and Procedure Library. Sub-paragraphs in lists will also not replicate.

Tables and figures will not publish if inserted in the middle of a list. Include these at the end of a list and refer to them by number, using the labelling convention outlined above.

**Hyperlinks**

To increase usability and enable ease of update, minimise the use of hyperlinks in the body of the procedure and insert these in the metadata table at the end of the document.

**Note:** Reports can be generated for all content included in the metadata table. Email Policy Services to request a report.

**Fractions/decimal points**

All fractions are to be represented in decimal points, as fractions do not replicate to the Policy and Procedure website.

**Underscore**

Do not underscore text. It is not recommended practice and will replicate as superscript.

For assistance with using this template, contact Policy Services.