**Name of Policy**

[OVERVIEW](#_Overview)

[SCOPE AND APPLICATION](#_Scope_and_Application)

[POLICY PRINCIPLES](#_Policy_Principles_1)

1. [Policy Principle Heading](#_Procedures)
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AUTHORITIES

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**Overview**

Body text

**Scope and Application**

Body text

**Policy Principles**

1. **Policy Principle Heading**
2. **Policy Principle Heading**

**AUTHORITIES**

| ***Authority Category*** | ***Authority Sub- Category*** | ***Authority*** | ***Delegation Holder*** | ***Limits*** |
| --- | --- | --- | --- | --- |
|  |  |  |  |  |

**Procedures**

1. **Procedural Heading**

***Responsibility:***

* + 1. Insert text
    2. Insert text

1. **Procedural Heading**

***Responsibility:***

1. Insert text
2. Insert text

**Definitions**

|  |  |
| --- | --- |
| **RMO File No.** | F. |
| **Policy Custodian** | Provost and Deputy Vice-Chancellor and Vice-President (Research)  Deputy Vice-Chancellor and Vice-President (Academic)  Chief Operating Officer  Vice-Chancellor and President |
| **Responsible policy officer** |  |
| **Endorsed by** | Academic Board *OR* Vice-Chancellor’s Executive on <<DATE>> |
| **Approved by** | Vice-Chancellor and President OR Council on <<DATE>> |
| **Related Documents and Policies** | *List and include hyperlinks* |
| **Related Legislation** | *List and include hyperlinks* |
| **Superseded Policies** |  |
| **Effective from** | <<DATE>> |
| **Review Date** | <<DATE>> |
| **Contact for queries about the policy** | List contact name/position, telephone number and email |