Name of Policy

|  |  |
| --- | --- |
| **Policy Volume** |  |
| **Policy Chapter** |  |
| **Responsible Committee/Unit/Division/Faculty** |  |
| **Responsible Chairperson/Director/Manager** |  |
| **Dates of First and Subsequent Council Approvals** |  |
| **Policy Approval Pathways (e.g. committee, Senex, Senate, Council)** |  |
| **Revision History: Approved Reviews** |  |
| **Review Cycle (e.g. every 2/5/7 years etc)** |  |
| **Next Review Date** |  |

1. **POLICY PARTICULARS**

|  |  |
| --- | --- |
| * 1. **Policy Title** |  |
| * 1. **Policy Statement**   (State in a single paragraph the policy mandate and how this relates to the University Mission and Vision) |  |
| * 1. **Reason for Policy**   (What this policy aims to achieve) |  |
| * 1. **Policy Objective/s**   (What are the measurable objectives of this policy) |  |
| **1.5. People affected by this Policy**  (e.g. All units of the University) |  |
| * 1. **Who should read this Policy**   (People who need to heed this policy to fulfil their duties) |  |
| * 1. **Implementers of this Policy**   (Who will manage the implementation of this policy) |  |
| * 1. **Website address/link for this Policy** |  |

1. **RELATED DOCUMENTS FORMS AND TOOLS**

(University Policies, Protocols and Documents (such as rules/policies/protocols/guidelines related to this policy)

|  |
| --- |
| **Relevant Legislation** (Legislation/Regulatory requirements/Organisational Reports – name these) |
|  |
| **Related Policies** |
|  |
| **Related Protocols** |
|  |
| **Forms and Tools** (documents to be completed in support of this policy implementation) |
| E.g. Policy template for the policy itself. Documents pertaining to procedures for implementation, as well as monitoring and evaluation of the policy. |

1. **POLICY DEFINITIONS**

(Technical or Conceptual terms used in the policy)

|  |  |  |
| --- | --- | --- |
| **No** | **TERM** | **DEFINITION** |
| **3.1** |  |  |
| **3.2** |  |  |
| **3.3** |  |  |
| **3.4** |  |  |
| **3.5** |  |  |

1. **PRINCIPLES GOVERNING THIS POLICY**

|  |
| --- |
| **OVERVIEW** |
| Rhodes University strives to carry out the following, as far as is reasonably practicable: |
| **4.1.** |
| **4.2.** |
| **4.3.** |
| **4.4.** |
| **4.5.** |
| **4.6.** |

1. **DIRECTIVES FOR IMPLEMENTING THIS POLICY**

(Actions and processes by which the objectives of the policy will be achieved.)

|  |
| --- |
| **5.1.** |
| **5.2.** |
| **5.3.** |
| **5.4.** |
| **5.5.** |
| **5.6.**  . |

1. **ROLES AND RESPONSIBILITIES**

(Roles and responsibilities of Key personal/Divisions/Faculties/Departments)

|  |  |
| --- | --- |
| **ROLE** | **RESPONSIBILITY** |
| **ROLE 1**  e.g. Line Managers |  |
| **ROLE 2** |  |
| **ROLE 3** |  |
| **ROLE 4** |  |
| **ROLE 5** |  |

1. **CONTACTS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Area of Concern** | **Division/Faculty/Department** | **Telephone** | **Email** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
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1. **POLICY REVIEW PROCEDURE**

(Actions and processes by which the policy will be reviewed)

|  |
| --- |
|  |
|  |
| **Communication of the review process** |

1. **POLICY CONTEXT: RELEVANT DOCUMENTS CITED/CONSULTED/ADOPTED**

|  |  |
| --- | --- |
| 1 |  |
| 2 |  |
| 3 |  |
| 4 |  |
| 5 |  |
| 6 |  |
| 7 |  |

**LIST OF APPENDICES**