



UNIVERSITY POLICY TEMPLATE

NB: *Instructions provided in this template are for guidance in Policy creation and should be deleted as Policy content is inserted. Sections that are not applicable should be removed. Subsections may be added as needed, but main sections (denoted by capitalised wording in bold) should remain consistent with this template.*

TITLE: XXX POLICY (e.g. RECRUITMENT POLICY)

Approving Authority	Council
Date of Approval	01-11- 2018
Version #	Final
Effective Date	01-11-18
Date last reviewed
Revision date(s),,
Responsible Officer	Legal Services Manager (legal@bou.staff.ac.bw)
Document URL

1. INTRODUCTION

It comprises of the background information addressing the Policy and the need to have same, related policies, supporting Procedures, governing Statutes or applicable laws and regulations.

2. DEFINITIONS

Definition of keywords and acronyms used in the Policy. Adopted definitions, e.g. in the Statutes, should maintain the same definitions as well in the University Policy.

3. PURPOSE

Describe the purpose of the Policy, rationale and justification.

4. SCOPE

Who and/or what the Policy applies to. One may also list groups who must know and adhere to the Policy.

5. RELATED DOCUMENTS

State the documents that the policy is related to. This could be applicable laws and regulations, statutes, other University policies, supporting procedures and/or guidelines.

6. POLICY STATEMENT

The Policy statement is a brief but comprehensive statement of the University's intent regarding the topic of the Policy and communicates clearly how the Policy is to be applied and complied with.

7. POLICY IMPLEMENTATION

This section must spell out the Roles and Responsibilities of relevant key officers and committees. Essential procedures may be summarised but reference should be made, where necessary, to separate procedures, guidelines, handbooks or manuals in which detailed information is contained.

(Note that in general, these documents are approved internally and are not referred to Council.)

8. REVIEW

This Policy shall be reviewed every 3 years or earlier as necessary.

9. CONSULTATION SHEET

Consultation sheet should be attached at the end of the document for information to the approving body. After approval, the sheet must be removed and the Policy must be published without same.

DOCUMENT CONTROL

This is a guideline for completing the Cover page and should be deleted from the policy.

- Approving Authority: the Structure responsible for approval of the Policy- Council/ Senate
- Date of approval: the original approval date for the Policy.
- Version number: assigned by University Policy Officer.
- Effective date: the date the Policy became effective.
- Date of last review: date the policy was last reviewed.
- Date(s) Revised: date(s) of revision(s) made to the policy.
- Responsible officer and contacts (official email and telephone number).
- Document URL: is provided to enable public access.

FORMAT

- Typeface and Font size: Arial, 12
- Language: British English
- Footer: contains version #, approving body and date of approval