**TU Dublin Policy**

Policy Title – enter this here

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# 1. Document Control Summary

|  |  |
| --- | --- |
| **Area** | **Document Information** |
| Author |  |
| Owner |  |
| UET Sponsor | *Click here to choose UET Sponsor* |
| Reference number |  |
| Version |  |
| Status |  |
| Pre-approval Body/Bodies | UET, [FPC/ARC/EDIC] (All policies to be approved by UET, then by either of the other committees, before going to GB) |
| Approved by / to be approved by |  |
| Approval date |  |
| Next review date | (max allowed is 3 years from 1st approval) |
| [Document Classification](https://www.tudublin.ie/media/website/explore/governance-and-compliance/documents/Data-Classification-Policy.pdf) | Public/Internal/Restricted/Confidential (delete whichever is not relevant) |

# 2. Introduction / Context

Provide an introduction to the policy indicating how this policy will underpin and support the TU Dublin Strategy, mission and core values.

# 3. Purpose

Provide an overview on the purpose of the policy and why is it required.

# 4. Scope

Complete a summary of who the policy applies to and/or impacts.

# 5. Definitions

Highlight, where needed, any new definitions for clarity.

# 6. Policy Details:

## 6.1 Policy Overview

Provide a summary of the policy in this section.

## 6.2 Policy Details

This is the main section of the policy document. Outlines the specific details of the policy here using the sections outlined in the appendix of the document ‘Procedure for Policy and Procedure Development at TU Dublin’.

##

## 6.3 Approval process

Outline the governance arrangements for policy approval / delegate approval arrangements here.

## 6.4 Change Process

Outline the approach to reviewing and updating the document, and detail how and when the policy will be reviewed for updating to ensure continued relevance.

# 7. Related Documents

Outline any related or impacted documents. E.g. the SOP, Standard Operating Procedure required to implement the policy. Include any links where available.

# 8. Conclusions

Define any summary points and conclusions

# 9. Appendix

Include any back up or reference information here. This section is also to include the outcome / findings from the Equality Impact Assessment

# 10. Document Management

## 10.1 Version Control

|  |  |  |  |
| --- | --- | --- | --- |
| **VERSION NUMBER** | **VERSION DESCRIPTIN /** **CHANGES MADE** | **AUTHOR** | **DATE** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

## 10.2 Document Approval

|  |  |  |
| --- | --- | --- |
| **VERSION NUMBER** | **APPROVAL DATE** | **APPROVED BY (NAME AND ROLE)** |
|  |  |  |
|  |  |  |
|  |  |  |

## 10.3 Document Ownership

List who owns and is accountable for the document and keeping it up to date.

## 10.4 Document Review

Detail the process for document review and the cadence of this review.

## 10.5 Document Storage

List the file location for the latest revision and where in the TU Dublin CMS this is available.

## 10.6 Document Classification

Detail the classification of the document so that users / readers know who to treat the information contained in the document.