**(Name) Guidelines *(Document type always appears at the end)* Draft** *(document must state it is a daft until it is approved)*

* *Guidelines are not policy documents, rather they provide support to and expand on directions given in a mandatory document.*
* *Guidelines intended for staff only may be kept on the intranet. Guidelines intended for the broader university community, should be published on the Policy Hub and follow this template.*
* *Aim to maximise the benefits of documents being uploaded as webpages by using hyperlinks to provide useful information and using language which users are likely to search for.*
* *A word version of this template is available for download at the bottom of this page.*

**Sections**

Application

Purpose

Background/Introduction

Contents

Guidelines

Definitions

Key relevant documents

Document management and control

**Application**

*Who do the guidelines apply to? Specific staff/students/all members of the University?*

**Purpose**

*A brief (preferably one sentence) statement to clarify the reason for this document. Contains reference to any other directly related documents such as the policy it supports*

**Background**

*This section is optional and not needed in most documents. It is only to be included where absolutely necessary to provide context for the policy. This section may contain a general brief statement about the policy area to provide background or brief non-mandatory statements of principle which would not be appropriate in the body of the policy.*

**Contents**

*This section is used only in longer documents to support user navigation*

**Guidelines**

* *All points are to be bulleted and contain only one main point per bullet*
* *No mandatory statements are to be included in guidelines, these need to be in a policy, procedure or standard document*
* *Plain language is to be used throughout the document*
* *Guidelines may provide more extensive guidance/advice around best practice*
* *In some situations, guidelines will be structured best as FAQs*
* *If hyperlinks are to be included in guidelines, please provide necessary urls on submission for publishing. Hyperlinks are to be incorporated into sentences i.e. not stating ‘click here’*
* *If forms are referenced, ensure these are uploaded to* [*Forms Register*](https://formspace.auckland.ac.nz/SitePages/Home.aspx) *and provide urls for their location. This can be done by contacting the Staff Intranet Publisher for your department or division or by emailing* intranet@auckland.ac.nz.
* *Note - only staff members are able to view Forms Register, if non-staff members will need to see/ use the form, please submit it to the PCO as a word document*
* *Capital letters are only to be used in accordance with the* [*Writing Guide*](https://cdn.auckland.ac.nz/assets/central/central-services/mediaandmarketing/Writing%20Guide%205.2.pdf)
* *Guidelines can be approved by their owners*
* *Include the name of the document and the date on which it was most recently edited in a footer*

**Definitions**

The following definitions apply to this document:

* *Technical language or words with specific meaning in the context of the policy are given plain English definitions*
* *The first time each defined term is used in the text it appears in* ***bold*** *type*
* *Definitions are listed alphabetically*
* *When writing definitions, make reference to other documents that may contain similar terms to assure that common definitions are used*

**Key relevant documents**

Include the following: *(in hierarchical order)*

* *Legislation*
* *Policies*
* *Procedures and standards*
* *Guidelines*
* *Forms*
* *Other useful resources*

*Where the same type of document appears they are listed alphabetically*

**Document management and control**

**Owner:** *Who is the document owned by? Note- owners must be level 2A or above on the University’s Organisational Structure. For the purposes of this policy, level 2A is deemed to include the Chief Financial Officer, Chief Digital Officer, Chief Property Officer, Pro Vice-Chancellor Education, Pro Vice-Chancellor Equity, University Librarian and the Dean of Graduate Studies. Note-Owners may also approve guidelines***Content manager:** *Who is the content manager (by role)?*

**Approved by:** *Who is the approval authority? Note: The policy owner may also be the approver for Guidelines.*

**Date approved:** *When was the document first approved?*

**Date last reviewed or amended:** *When was the policy last reviewed or updated?*

**Next review date:** *This is normally aligned to the associated policy*