**(Name) Procedures *(Document type always appears at the end)* Draft**

* *To see this template in use please refer to the wide range of example documents on the register. A good example is the* [*Policy Framework Procedures*](https://www.auckland.ac.nz/en/about-us/about-the-university/policy-hub/policy-development-review/policy-framework-procedures.html)*.*
* *Procedures are mandatory and apply across the University*
* *Procedures support a policy by providing specific directions on how the policy must be carried out*
* *Procedures may be combined with a policy where both documents are short and it makes sense to do so*
* *Aim to maximise the benefits of policies being uploaded as webpages by using hyperlinks to provide useful information and using language which users are likely to search for*
* *Ensure that the statements in this policy do not contradict or repeat content in any other policy documents*
* *A word version of this template is available for download at the bottom of this page*

**Sections**

Application

Purpose

Background/Introduction

Contents

Procedures

Definitions

Key relevant documents

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**Application**

*Who do these procedures 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 which the procedures support and/or associated guidelines.*

**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 only used in longer documents to support user navigation.*

**Procedures**

1. *All mandatory points are to be numbered and contain only one procedural direction per item*
2. *Sub numbering is not permitted in primary clauses.*
3. *If sub clauses are to be included, bullet points are to be used or numerical sub-numbering may be used and must be indented. i.e. 1.1, 1.2, 1.3*
4. *Plain language is to be used throughout the document*
5. *Use direct language such as ‘must’ and ‘are to’ to specify the expected behaviours*
6. *To avoid confusion for users only mandatory statements are to be made in the procedures document –any non-mandatory statements can be placed in accompanying guidelines*
7. *If it is necessary to add brief notes within the document do so by hyphenating and reducing the text*

*Note – this clarifies that it is not a mandatory item*

1. *Procedures documents may state ‘who’ is responsible (by role) if this is preferred and if they are not already included in the related policy*
2. *If hyperlinks are to be included in procedures, please provide necessary urls. Hyperlinks are to be incorporated into sentences i.e. not stating ‘click here’*
3. *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*

1. *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)
2. *Include the name of the document and the date on which it was most recently edited in a footer*

*Note - If a flowchart or other diagrams are to be included, please talk to the* *University* *Committee Executive to discuss the best way of doing this*

**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 (by role)? 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.***Content manager:** *Who is the content manager (by role)*

**Prepared by:***Include this only where a document is prepared by a party other than the owner/content manager*

**Approved by**: *Who is the approval authority? Note- this is determined by the Policy Framework Policy, and must be the Vice-Chancellor or Council.*
**Date approved:** *When was the document first approved?*

**Date last reviewed or amended:** *When was the policy last reviewed or updated?*
**Next review date:** *When will the document be reviewed?*

*Note – the default period is 5 years unless the owner requests a shorter period*