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| **Purpose of Procedure** | | | | | | | | |
| A clear brief statement for the reason for the procedure including the name of the policy (or policies) the procedure supports. | | | | | | | | |
| **Scope: Mandatory Procedure** | | | | | | | | |
| States the categories of staff and/or students to whom the procedure applies. This information underpins the effective implementation of the procedure. Note that ‘all staff’ should not be the default. | | | | | | | | |
| **Contact Officer** | | Name | | | Role | | Email | |
| **Document control** | | | | | | | | |
| **Dates** | **Approved**:  DD.MM.YY | | **Starts:** DD.MM.YY | **Equality impact assessment:**  DD.MM.YY | | **Amendments:** DD.MM.YY | | **Next Review:**  YYYY/YYYY |
| **Approving authority** | | | | Position/role or Committee responsible for the approval and subsequent operational implementation of the procedure. | | | | | |
| **Consultation undertaken** | | | | e.g. via Task Group; Heads of Schools; Edinburgh University Students’ Association | | | | | |
| **Section responsible for procedure maintenance & review** | | | | Name of organisational unit | | | | | |
| **Related policies, procedures, guidelines & regulations** | | | | Name and link to related policies, procedures, guidelines and regulations. | | | | | |
| **UK Quality Code** | | | | UK Quality Code | | | | | |
| **Procedures superseded by this procedure** | | | | List procedures and/or previous authority superseded by this new procedure. | | | | | |
| **Alternative format** | | | | If you require this document in an alternative format please email [Academic.Services@ed.ac.uk](mailto:Academic.Services@ed.ac.uk) | | | | | |
| **Keywords** | | | | Keywords or phrases likely to be used in on-line searches. | | | | | |

The core section of the document, containing the principles on which the policy is based/the description of the policy. Where principles are listed, each principle should be numbered (not bulleted).

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