

University of Sussex Policy Template – guidance notes

The approved University policy template can be found [here](#) – **this must be used as the base for all policies at the University**. When using this template, please also ensure that you have read the [University's Policy on the Creation and Management of University Policies \('Policy Framework'\)](#) and please refer to this guidance.

University policies should contain each of the following section headings and any other headings should be included in the policy as sub-headings beneath these rather than additional sections. Information about what should be included in each section is outlined below.

- Use plain, straightforward language to e
- Keep this section relatively brief and av

2. Scope

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If a process or procedure must be followed or adhered to in order to comply with the policy, this can and should be stated in the policy – but the details of this process or procedure itself should not form part of the policy.

Please refer to the Policy Framework for definitions of various types of supporting documents.

Please see below for some other guidance about what to include in this section:

- Include the actual details of the policy here, including – where applicable – a summary of any legislation or regulatory compliance framework that informs the policy
- The 'policy' section should be used to cover things like the key principles which underpin the University's position, outlining the University's position on a matter, details of the University's obligations / promises / intentions, actions the University requires, etc.
- Definitions can also be included within the body of the policy as necessary, but it can also sometimes be more appropriate to insert these as footnotes (so as to keep the policy itself more streamlined)
- Consequences / impacts of non-compliance with the policy should be included as a separate section

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