

...Schedule Title#



University of
Southern
Queensland

GENERAL NOTES ON USING THIS TEMPLATE

The following notes are provided as a guide only. Please refer to [Policy Instrument Procedure](#) and for detailed instructions.

Title

The title of the schedule must not start with the words 'The', 'USQ', 'University' or 'Schedule, or contain an abbreviation. 'Schedule must be the last word of the title (e.g. *Academic Dress Schedule*).

* Schedule Information

All sections must be completed except those marked with an asterisk.

Styles

Please use the styles available in this template only. This will ensure consistency across and correct publication to the Policy and Procedure Library website. Styles may be selected from the 'Quick Styles Gallery'.

Care should be taken when cutting and pasting text from another source into this template. Use 'Paste Special' (Ctrl+Alt+V) and paste as 'Unformatted Text', then apply formatting using the pre-defined styles.

Images/graphics

Images or graphics must be inserted as pictures only; i.e. jpeg, png, bmp ('SmartArt' will not display on the web). Alternative text must be added to assist readers with a disability. Right click over the image, select 'format picture', 'alt text' and insert a short title and description of the image.

Tables and figures

Please number and label tables and figures and refer to them by number. Insert a table title before the table and figure title after the figure, using the following convention:

Table 1: <insert title> (bold text, before table)

Figure 1: <insert title> (bold text, after figure)

Lists/bullets

When the items in a bullet list are a full sentence, use an initial capital for each item and a full stop at the end. When the items in a bullet list are not a full sentence, start each item with a lower-case letter and do not use any punctuation at the end of each item. Use a full stop at the end of the last item. Refer to the Style Guide for further details and examples.

List and bullet levels are limited to two levels for ease of reading. Please use numbered headings where ever possible to give structure to the document as these are easily referenced and will form part of the table of contents automatically generated on the Policy and Procedure Library website. Only two levels of lists or bullets can be used at any time; i.e. combining bullet and numbered lists will not replicate correctly on the Policy and Procedure Library website. Do not use sub-

paragraphs in lists as these will not replicate correctly on the Policy and Procedure Library website.

Tables and figures will not publish if inserted in the middle of a list. Include these at the end and refer to them by number, using the labelling convention outlined above.

Hyperlinks

Minimise the use of hyperlinks in the body of the policy and insert in the metadata table at the end to enable ease of update.

Related Policies/Procedures

If you are unsure which other Policies/Procedures may be related, you can request a report that will identify this information. Email [Policy Services](#) to obtain a report.

Fractions/decimal points

All fractions are to be represented in decimal points as fractions do not replicate to the Policy and Procedure website.

Underscore

Do not underscore text. This will replicate as superscript.

For assistance with using this template, contact [Policy Services](#).

1 Purpose

Briefly describe why the schedule is needed. **Start the sentence with 'To', followed by a verb.**

Insert Text

2 Scope

Identify the policy or procedure to which the schedule is subordinate. Insert the following sentence: **'This schedule must be read in conjunction with the <insert full name of relevant policy or procedure> and is subordinate to it.'**

Insert Text

3 Schedule

Schedules contain content that is subordinate to policy or procedure and is too long to include in the Policy Instrument. Inclusion of detail in separate schedules aids readability and usability as they are published separately and can be referenced directly in the Policy and Procedure Library.

Provide the schedule details using the standard heading styles to create structure.

3.1 Heading 2

3.1.1 Heading 3

3.1.1.1 Heading 4

Body text

- List Bullet 1
 - List Bullet 2
- 1. List Number 1
 - a. List Number 2

Table Heading	Table Heading
Table body	Table body
Table body <ul style="list-style-type: none">• List Bullet 1<ul style="list-style-type: none">○ List Bullet 2	Table body <ol style="list-style-type: none">1. List Number 1<ul style="list-style-type: none">a. List Number 2

4 Schedule Information

Accountable Officer	<p>The Accountable Officer will be the same as the policy or procedure to which the schedule is subordinate and must be referred to by position title only.</p> <p>Insert Text</p>
Policy Type	<p>As per policy or procedure to which the schedule is subordinate.</p> <p>Insert text</p>
Approved Date	<p>* Do not update this field. This information will be inserted during the publication process.</p>
Effective Date	<p>* Do not update this field. This information will be inserted during the publication process.</p>
Review Date	<p>* Do not update this field. This information will be inserted during the publication process.</p>
Relevant Legislation	<p>List Regulatory Compliance Instruments here (titles only) that are uniquely referred to in the schedule and hyperlink to the relevant legislation using links provided in the University's Compliance Register. In all other instances rely on the relevant legislation provided in the instrument to which the schedule is subordinate.</p> <p>Note: Act, Statute and Regulation titles should be italicised.</p> <p>Insert Text</p>
Related Policies	<p>List directly related policies here. Do not list indirectly related policies. Use exact policy titles, as approved and recorded in the Policy and Procedure Library.</p> <p>Note: do not include active links as these are automatically generated by</p>

	<p>the system.</p> <p>Insert Text</p>
Related Procedures	<p>List directly related procedures here. Do not list indirectly related procedures. Use the exact title of the procedures, as approved and recorded in the Policy and Procedure Library. It is normal and recommended practice to prepare the procedures associated with a policy simultaneously.</p> <p>Note: do not include active links as these are automatically generated by the system.</p> <p>Insert Text</p>
Related forms, publications and websites	<p>Alphabetically list and hyperlink related documents, other than legislation, policies or procedures. Any documents referred to in the body of the policy must be listed and may include forms, websites etc. Where access to a document is restricted, indicate '(restricted access)'.</p> <p>Insert Text</p>
Definitions	<p>Terms defined in the Definitions Dictionary</p>
	<p>Wherever possible, use approved definitions as provided in the Definitions Dictionary and include as below. List definitions alphabetically.</p> <p>Term (approved)</p> <p>Definition of the term approved and published in the Definitions Dictionary.</p> <p>The Definitions Dictionary is not a repository for acronyms. These should be provided in the body of the document, with the first use cited in full, followed by the acronym in brackets.</p> <p>Note: Do not include active links to the relevant definition in the Definitions Dictionary, as these are automatically generated during the publication process.</p>
	<p>Term (for approval)</p> <p>Definition of the term developed in conjunction with the schedule content and requiring approval by the schedule Approval Authority.</p> <p>If additional definitions need to be developed for approval and publication in the Definitions Dictionary, refer to the Instructions for Writing a Definition, develop these in conjunction with the schedule content and undertake appropriate consultation.</p>
	<p>Definitions that relate to this schedule only</p> <p>Definitions that relate to specific schedule only are not appropriate for inclusion in the Definitions Dictionary. Draft according to the Instructions for Writing a Definition and provide as below.</p>

	<p>Term</p> <p>The definition of the term that is specific to the schedule only.</p>
Keywords	<p>Users can search for policies and procedures in the Policy and Procedure Library by keyword. Any word in the title or body of a policy or procedure as a keyword, as these are automatically included in keyword searches. List any other words that you think users may enter to search for this document. Provide in a single line, in lower case, with each entry separated by a comma.</p> <p>Insert Text</p>
Record No	<p>* Inserted when template created.</p>

Drafting version control

(to be removed prior to provision to final approval authority and publication to Policy and Procedure Library)

Version	Date	Author	Change Description