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

* *To see this template in use please refer to the wide range of example documents on the register. A good example is the* [*Doctoral Candidates – Transfer Guidelines*](https://www.auckland.ac.nz/en/about/the-university/how-university-works/policy-and-administration/teaching-and-learning/postgraduate-research/registration/transferofdoctoral.html)
* *Guidelines provide support to and expand on directions given in a mandatory document*
* *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*
* *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 2/2A or above Note- owners must be level 2A or above on the University’s Organisational Structure Note-Owners may also approve guidelines***Content manager:** *Who is the content manager (by role)?*

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

**Review date:** *This is normally aligned to the associated policy*