

Policy title

Purpose

1. The purpose of this Policy is to
2. Please use other policy / procedure to guide you in terms of form and content.

Scope

3. This Policy applies to:
 - a) all students enrolled in higher education courses delivered by GHE;
 - b) all academic staff, and professional staff with responsibilities for providing support to students;
 - c) xxxx

Definitions

4. Definitions for key terms are presented in the Glossary of Terms which may be accessed on the GHE website at <https://www.globalhe.edu.au/policy>

Suite documents

5. This Policy is linked to xxx

Policy (AHE Heading 1)

Principles (AHE Heading 2)

6. Define principles and when referring to another policy or procedure put it in bold, e.g. as outlined in the **Policy Development Policy**.

Section headings

7. Xxxx.
 - a) sub clause;
 - b) xxxxx.
 - c) for a Master's course (AQF Level 9) is 10 years.

Heading 3

8. Try to use a style for each part of part of the document so that the numbering works and you get a consistent look throughout.

Associated information

Related Internal Documents	List related policies here, convention is to list those in the linked polices and then after that the rest in alphabetical order, always Glossary of Terms at the end Use AHE Table Text Glossary of Terms
Related Legislation, Standards and Codes	<i>Lost all related legislation etc here common ones are...</i> <i>Tertiary Education Quality and Standards Agency Act 2011</i> <i>Education Services for Overseas Students (ESOS) Act 2000</i> <i>Higher Education Standards Framework (Threshold Standards) 2021</i> <i>National Code of Practice for Providers of Education and Training to Overseas Students 2018</i> <i>AQF Qualifications Pathways Policy</i>
Date Approved	7 February 2020
Date Endorsed	21 February 2020
Date of Effect	21 February 2020
Date of Review	June 2026
Approval Authority	Academic Board
Policy Custodian	Academic Director
PinPoint DocID	2559 this is the docid of the original word doc not the published one

Change history

Version Control		Version 1.x when done a completely new version following formal review, would move to 2.x, 3.x etc
Change Summary	20-Jan-20	V1.0 put as much details as can briefly,
	6-Mar-20	V1.1 don't forget to update the governance instrument register when doing a change.

Warning - Document uncontrolled when printed! The current version of this document is maintained on the GHE website at <https://www.globalhe.edu.au/policy>

Need to update the footer also so that it updates to the current version which is the filename, so go into header and right click on the title and tell it to update the field.