

 DALHOUSIE UNIVERSITY Policy Title	<i>Policy Sponsor:</i>	<i>Approval Date:</i>
	<i>Responsible Unit:</i>	<i>Amendments:</i>

Index (where appropriate)

- A. Background & Purpose: Provides background information on the matter and addresses what the University Policy is intended to accomplish, and how it furthers the University mission and advances its core values.
- B. Application: Confirms to whom and/or what situations the University Policy applies.
- C. Definitions: Lists specific terms and their meaning in the context of that particular University Policy. Terms will be listed in alphabetical order.
- D. Policy: High-level, prescriptive statements that provide direction for the actions of members of the Dalhousie University Community regarding matters being addressed by the University Policy. Policy statements should not be confused with Procedures, below.
- E. Administrative Structure: This section requires that the appropriate Policy Sponsor is identified as having authority for the University Policy.

Other matters which may be addressed in this section include, but are not limited to, record-keeping requirements, how possible conflicts of interest should be managed, the role of identified individuals and/or groups in implementing the University Policy and reporting and review requirements.

- F. Procedures: Confirms the steps required to apply the University Policy and manage University activity pursuant to the University Policy. Procedures should not be confused with Protocols or Guidelines.