**Sign-off sheet for approval of new policies/changes to existing policies**

***Title and summary of the policy***: *Policy lead to describe the purpose of the policy. Please also state whether this is a new policy, a policy that replaces an existing policy, or a change to an existing policy. If it is a change to an existing policy please describe the extent of the envisaged changes. (No more than 100 words)*

**Responsible individuals:**

Policy lead: *Provide name and contact details of the policy lead*

Administrative lead: *Provide the name of the administrative lead*

Academic lead: *Provide the name of the academic lead*

Consultations (if applicable): *Policy lead to provide information on consultations with relevant staff/students, the Colleges and bodies outside the University (e.g. trade unions). Please make reference to the decision of the UCJC regarding consultation or development in close collaboration with the Colleges.*

University Governance approval process: *GCD to confirm the governance approval process for the suggested new policy/changes to an existing policy*

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| --- |
| Formal approval required? |
| Yes (*complete the rest of this form*) | No (*only GCD sign-off required*) |
| Committee | Action requested of the Committee |
|  |  |
|  |  |
| *For policies subject to a consultation or development in close collaboration with the Colleges*Has the policy been endorsed by the Colleges? |
| Yes  | No | Not applicable |
| Regent House approval? |
| Yes | No |
| If yes, please include details of what approvals are needed: |

Additional comments on the governance approval process: *GCD to provide any additional comments on the process if applicable*.

Sign-off records

|  |  |  |
| --- | --- | --- |
| Name | Date/signature | Comments |
| HR |  | *Indicate here if no Equality Impact Assessment was needed* |
| Legal Services |  | *indicate here if no approval from Legal Services was needed* |
| GCD |  |  |
| Administrative lead |  |  |
| Academic lead |  |  |

Committee approval records

|  |  |  |
| --- | --- | --- |
| Committee | Date | Comments |
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