TitlE

*“Regulation/direction/plan/policy or code of rules and procedures” should be included in the title either in the title itself or as a prefix followed by a dash. For example: Regulation – Internal rate of return*

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| --- | --- |
| Type of document:  | *Regulation/direction/plan/policy/code of rules and procedures followed by \* with reference to the footnote for translated documents. For example: Regulation\** |
| Date: | *DD Month YYYY (date of decision-making, e.g. 6 June 2018)* |
| Reg. No.: |  |
| Approved by:  | *Vice-Chancellor/University Board*  |
| Validity:  |  |
| Field:  | *(One or more of the following areas should be used: ‘Archive and diary ’, ’Decision structure, delegation and organization’, ‘Finance and accounting’, ’Research’, ‘Buildings, IT, environment and security’, ‘Human Resources, equal conditions and work environment’, ’Governance, planning and resource allocation’, ’Doctoral education’, ‘First- and Second-Cycle Education’.)* |
| Office in charge:  | *Name* |
| Replaces document: | *(document name/registration number/date of decision-making)* |

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# Description

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*[The description should be kept short (maximum 900 characters including spaces) and provide the reader with an understanding of the content and purpose of the document. It should stand by itself and be readable without reference documents when it is published on the university web. The description should not reproduce the formulation of the regulation, but should instead explain which type of regulation, or other type of content, that is covered by the document.]*

# Background

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*[The background should express the overall purpose of the steering document and the purpose of its establishment, also who the main recipient is. Are there connections to laws, ordinances or other institution-wide steering documents? Also, state if any of the perspectives according to section 3.10 in the Regulation for institution-wide steering documents has not been integrated into the document as well as an analysis of the consequences of the content of the document from an equality perspective as per section 3.11 of the same document.]*

# Heading level 1

## Heading level 2

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