

# RULE TEMPLATE

Names of Rules will include the year the Rule takes effect. Each time a Rule undergoes a major review, the name will be updated to reflect the take effect date of the new version.

A Rule has the same force and effect of a by-law, and may only be made under the authorities provided in the Charles Sturt University Act 1989 or Charles Sturt University By-Law 2005.

# Section 1 - Preliminary

**Name of Rule**

1. This Rule is the …

**Commencement**

1. This Rule commences on [date] under resolution CNL[…]

**Purpose**

1. This Rule is enacted to …

**Authority**

1. This rule is made under the authority granted to the council under section 32 of the Charles Sturt University Act 1989.

# Section 2 – Rule

## Part A - Heading

1. Provisions of the Rule are stated here
2. Parts A,B,C … can be used as required
3. Major headings can be used, these are not numbered.
4. Each paragraph is a new clause, and these are numbered continuously.
   1. sub-clauses are alpha listed and restart at a. under each clause.

## Part B – Miscellaneous [OPTIONAL]

1. If needed, the final Part can list the miscellaneous clauses (including savings and transitional clauses).

# Section 3 – Glossary and Interpretation

1. In this Rule:
   1. Term – means…
   2. Term – means…

*[OR]*

1. This Rule uses terms as defined in the [common glossary](https://policy.csu.edu.au/glossary.php).
2. In this Rule, unless the contrary intention appears:
3. a word or term that has not been defined in this Rule has the same meaning attributed to that word or term in the [Act](https://policy.csu.edu.au/directory-summary.php?legislation=124) or [By-law](https://policy.csu.edu.au/directory-summary.php?legislation=125),
4. a reference to an officer of the University includes any person acting in that position, and
5. headings and notes do not form part of this Rule.

# Section 4 – Schedules and Associated Information [OPTIONAL]

1. Any related schedules or associated information may be listed here.

# Status and Details

|  |  |
| --- | --- |
| **Status** | Current or historic |
| **Effective Date** | This is the date the rule will take effect. |
| **Review Date** | Rules must be reviewed at latest by 5 years.  Policies and procedures must be reviewed at latest by 3 years.  Guidelines as required. |
| **Approval Authority** | See the Delegation and Approval Policy, delegation schedule 1 for advice on approval authorities for different document types. |
| **Approval Date** | This is the date the document is published in the policy library. Where it is different, the date the approval authority approved the document will be stated in the summary of changes window. |
| **Unit Head** | (or policy owner) the position responsible for monitoring the effectiveness of a policy document and for reviewing it. |
| **Author** | (or policy developer) the person who either developed or wrote the document and should have their name listed as the document author. |
| **Enquiries Contact** | The person or area that can be contacted if users have questions about the policy document. |