

OTAGO POLYTECHNIC ACADEMIC POLICY		Number: AP0115.02
Title:	Document Control	
ITPNZ Std:	1 Institutional Academic Quality Management	
Chief Executive Approval	Approval Date: 1/08/2013	Effective Date: 1/08/2013
Previous Policy No	AP0712	Review Date: as required
Contact Authority:	Director Quality	Status: Current

Purpose


To ensure documents meet quality requirements and give a clear indication of document version control for key documents at Otago Polytechnic; and to set standards for the inclusion of footers on all handouts (teaching resources).

Compliance

Policy and Procedures

1. Key Documents
 - 1.1 All key documents are required to have a document control and version section at the front of each document and have appropriate headers and/or footers which should include date and version number.
 - 1.2 Key documents include the Academic Quality Management Manual, Academic, Management and Council policies, Contracts, all tender documents, proposal documents, programme approval documents, and other academic publications.
2. Footers
 - 2.1 A footer is to be included on all teaching handouts provided to students either electronically or hard copy, and is to include reference to Otago Polytechnic, school and course number or name, and date. .

Sample footer:
 OP/(School)/(paper number or name)/((date)
 OP/ABE/AD779.01/JSmith/25 March 2010
 - 2.2 Where the handout contains material from other sources, this material must be appropriately referenced.
 - 2.3 Where the material is to be copyrighted to Otago Polytechnic, the following must appear in the footer:

 <http://creativecommons.org/licenses/by/3.0/nz/>
 - 2.4 Where electronic forms do not provide an obvious place for a footer endeavors will be made to include acknowledgement of the source.

Related Policy, Forms and Documents AP0200 Copyright

Approved by Chief Executive
Date: 1 August 2013