



# Version Control

## Drafts

A version identifier should appear on each version of a draft University-wide document.

Drafts should initially be identified as Draft v0.1 Date Month Year. In subsequent drafts, the number to the right of the point is increased. For example, Draft v0.2 Date Month Year, Draft v0.3 Date Month Year. The word 'DRAFT' should also be included as a watermark on each page.

Example: The fourth draft of a Policy written on 9 January 2022 would be named Draft v0.4 9 January 2022

When a document is sent for approval it must have a version identifier in the footer, and indicate that it is the final draft, e.g. Version v1.0 Effective XX Month 2022 [Final draft for approval]. After approval Governance will check and update the version number, approval date and effective date prior to publishing the document on the Governance Policy List

## New Documents

When a document is first approved it is identified as Version 1.0 Effective Date Month Year .

Example: A new Policy sent for approval on 30 November 2021 would become Version 1.0 Effective 1 January 2022 if approved with an effective date commencing on 1 January 2022.

## Amendments

Approval of an administrative update or an authorised amendment is identified by increasing the number to the right of the decimal point by 1 when the document is approved. (Version 1.1 Effective Date Month Year, Version 1.2 and so on).

Example: An amendment is made to Version 1.0 Effective 1 January 2022 of a Policy and approved (effective immediately) on 1 March 2022. The Policy is now Version 1.1 Effective 1 March 2022.

## Revisions

After a full review and approval the number to the left of the decimal point increases by 1 and the number to the right of the decimal point is fully reviewed and approved with the same title effective 13 October 2021 .

The Policy is now Version 3.0 Effective 13 October 2021.

Contact Governance for advice: [policy@unsw.edu.au](mailto:policy@unsw.edu.au).