1. Amendment to Vocational Placements Procedure

The Vocational Placements Procedure has been amended to reflect changes to the documentation provided by Legal Services. There are now three versions of the Vocational Placement Letter Agreement and two of the Student Assignment Deed Poll. These documents are available, along with explanatory information, on the Legal Services website. Please contact Kylie Gould in Legal Services if you require additional information (telephone: 8344 2082).

2. Amendment to Special Consideration Procedure

The Special Consideration Procedure has been amended. The new procedure will be available from http://www.provost.unimelb.edu.au/op/policy-programs/policy early next week, and takes effect from 23 July 2012, the first day of Semester 2. The Office of the Provost has circulated copies of the revised Special Consideration Procedure to Student Centre Managers. Please contact Veronica Coram in the Office of the Provost if you require additional information (telephone: 9035 8841).

3. Melbourne Policy Lunches

Melbourne Policy Lunches provide an opportunity to network and share information about university policy. Everyone is welcome to attend (BYO lunch; tea and coffee provided). The following Melbourne Policy Lunches will be held in the Dulcie Hollyock Room, Ground Floor, Baillieu Library (turn left when you enter the ground floor).

AUGUST

- Phoebe Churches, Advocacy Service, University of Melbourne Student Union (UMSU). ‘Procedural fairness, University academic policy and the role of independent advocacy’. Monday 6th August 2012, 12:30 – 2:00pm.
- Chris Penman (General Counsel), Wendy Mason (Senior Lawyer – Compliance), Caroline Ostrowski (Manager – Higher Education Programs). ‘Tertiary Education Quality and Standards Agency (TEQSA) standards compliance framework’. Thursday 23rd August 2012, 12:30 – 2:00pm.

SEPTEMBER

- Professor Pip Patterson, Deputy Vice-Chancellor (Academic). ‘Student-centric University policy’. Monday 3rd September 2012, 12:30 – 2:00pm.
- Brigid Freeman (University Policy Officer) and members of the Local Documentation Working Party. ‘Where can I find that? Sharing generic local documents to support policy implementation’. Monday 24th September, 2012 12:30 – 2:00pm.

OCTOBER

- Mark Kettle, President, University of Melbourne Student Union (UMSU) (topic to be advised). Thursday, 11th October 2012, 12:30 – 2:00pm.

Presentations from previous Melbourne Policy Lunches are available online:
**4. Policy Simplification Project and Melbourne Policy Library – Update**

The Policy Simplification Project is nearing completion. This project has ‘streamlined’ all administration and academic Policies and university-wide Procedures to meet the requirements of the [Melbourne Policy Framework](#). Information Technology Services have delivered some key improvements to the Melbourne Policy Library, and the new library will now be populated with the reformatted documents. The new [Melbourne Policy Library](#) will be launched in September 2012 once all ‘streamlined’ documents are finalised under the Policy Simplification Project, and then loaded.

The next Bulletin will provide detailed information and links to resources to support the introduction of the ‘streamlined’ administration and academic Policies and university-wide Procedures.

**5. Tools for Policy Practitioners**

- **Plain English for Use in Policy – Guide for Secretaries**, developed by Penelope Pepperell (General Manager, Academic Governance and Academic Secretary), provides a useful resource for policy and local documentation developers alike.
- **Unravelling university delegations of authority for policy practitioners**, presentation delivered by Brigid Freeman at the Association for Tertiary Education Management (ATEM) Policy Forum Melbourne, 22 June 2012 ([Scroll down to ‘Presentations’ section](#))
- **Information Sheet – Policy Benchmarking** which identifies links to Australian university policy repositories to facilitate policy benchmarking.
- **Information Sheet – University Governance and Policy Instruments** which provides information regarding University of Melbourne governance and policy instruments, and supporting documentation. ([See Information Sheets section](#))
- **Information Sheet – New Policy Development Cycle** which provides information regarding the University of Melbourne cycle governing the development of new university-wide Policies, Procedures and Schedules. ([See Information Sheets section](#)).
- **Policy, Procedure and Schedule Approval Form** which has been developed to facilitate:
  - endorsement and approval of new university-wide Policies, Procedures and Schedules; and
  - approval of amendments to existing university-wide Policies, Procedures and Schedules.

**Contact**

For further information, please contact:

**Brigid Freeman** | University Policy Officer
University Secretary’s Department
The University of Melbourne
T: 03 9035 9835 | E: Brigid.Freeman@unimelb.edu.au

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This Bulletin is circulated to members of the Melbourne Policy Network. You have been co-opted to the Melbourne Policy Network due to the nature of your University of Melbourne responsibilities.
Should you wish to unsubscribe or subscribe another staff member at any time, please email: Brigid.Freeman@unimelb.edu.au.