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1. Melbourne Policy Presentations in 2014

In 2014 the University Secretary’s Department will be hosting a series of Melbourne Policy Presentations that will provide an opportunity for staff to develop their professional knowledge and learn about policies/procedures that may impact their work or their relationship with the University. The presentations will focus on areas in which there have been changes to policy/procedure, however suggestions for specific topics will also be considered and accommodated where possible. Suggestions for topics to be covered in the Melbourne Policy Presentations should be sent to Tamara Jimenez.

A schedule for the presentations to be held in the first half of 2014 will be published on the Melbourne Policy website by mid Dec 2013. The presentations will be held during business hours (not at lunchtime) and all staff are encouraged to attend.

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2. Draft Policy and Procedure Consultation

The documents listed below are available on the Draft Policy Consultation Notice Board. Interested parties are invited to review the drafts and provide feedback as indicated. Please note that provision of feedback is optional.

Please send any feedback on the following draft documents to Sarah Purnell by 25 Nov 2013:

- DRAFT Professional Placements Policy (updated)
  - DRAFT Professional Placements Guidelines (updated)
- DRAFT Student Volunteering Procedure (updated)
  - DRAFT Volunteering Guidelines (updated)

Drafts of new policies/procedures under development, existing policies/procedures under review and other documents under consultation can be made available on the Draft Policy Consultation Notice Board to support consultation. Contact Tamara Jimenez to arrange publication on this page.

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3. Recently Published Policies and Procedures

The following policies/procedures have recently been published in the Melbourne Policy Library:

- Assessment Procedure (updated)
- Course Fees and Charges Policy (updated)
- Fees and Charges for Commonwealth Supported Places Procedure (updated)
- Fees and Charges for Domestic Fee Places Procedure (updated)
- Fees and Charges for International Fee Places Procedure (updated)
- Fees and Charges for Research Training Schemes Places Procedure (updated)
- Grading Scheme Procedure (updated)
- Handbook Procedure (updated)
- Privileged Information Accessed Through Study Procedure (updated)
- Student Complaints and Grievances Procedure (updated)

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