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1. Melbourne Policy Lunches

Details of the next Melbourne Policy Lunch are as follows:

Date / Time:  Mon 23rd September, 12.30-2pm
Topic:  Transitioning from graduate research handbooks to policy
Presenters:  Graduate Research Policy Working Group
Venue:  Old Metallurgy, Room 202 (Masters Seminar Room 2), Level 2
        BYO lunch, due to venue limitations we are unable to provide tea/coffee on this occasion

Melbourne Policy Lunches provide an opportunity to network and share information about University policy. Everyone is welcome to attend.

Suggestions for topics to be covered in future policy lunches are welcome and should be sent to Tamara Jimenez. Presentations from previous Melbourne Policy Lunches are available on the Melbourne Policy website.

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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 document to Sarah Purnell by 16 Aug 2013:

• DRAFT Provision of Required Public Information Policy (new)

Please send any feedback on the following draft document to Simon Purtell by 20 Aug 2013:

• DRAFT Document Certification and Translation Guidelines (new)

Please send any feedback on the following draft documents to Sonia Ingham and Ben Ragg by 22 Aug 2013:

• DRAFT Advancement Policy (new)
  includes Schedule A - University of Melbourne Donor Charter
  • DRAFT Gift Acceptance and Review Procedure (new)

Please send any feedback on the following draft documents to Nicole Coultes by 23 Aug 2013:

• DRAFT Relocation Policy (new)
  • DRAFT Relocation Procedure (new)

Please send any feedback on the following draft document to Nigel Cossar by 29 Aug 2013:

• DRAFT Student Mobility Procedure (new - to replace MPF1233)
Please send any feedback on the following draft documents to Helen Frangos by 29 Aug 2013:

- **DRAFT Responsible Management and Use of Alcohol Policy** (new - previously UOM0422)
  - **DRAFT Management of Alcohol at Events Procedure** (new - previously UOM0423)
  - **DRAFT Event Risk Assessment and Authorisation Form** (updated)
  - **DRAFT Alcohol Management and Safety Checklist** (updated)

Please send any feedback on the following draft document to Simon Purtell by 6 Sep 2013:

- **DRAFT Graduation Policy** (updated)

Please send any feedback on the following draft documents via the feedback form provided or via email to rhdc-policy@unimelb.edu.au by 20 Sep 2013:

- **Graduate Research Course Structure Policy** (new)
- **Graduate Research Progress Procedure** (new)
- **Examination of Graduate Research Students Policy** (new – to replace MPF1022)
  - **Examination of Graduate Research Students Procedure** (new – to replace MPF1232)
  - **Schedule A – Grading Scale for Masters Degrees (Research)**
  - **Schedule B – Examination Outcome Following Receipt of Examiners’ Recommendations**
  - **Preparation of Graduate Research Theses Procedure** (new)

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:

- **Administration of Expendable Donation Income Procedure** (new)
- **Assessment Procedure** (updated)
- **Audit Policy** (new)
- **Honorary Appointments and University Visitors Procedure** (updated)
- **International Student Critical Incident Procedure** (new)
- **Recruitment, Selection and Appointment Procedure** (updated)
- **Student Workload (Study Load) Procedure** (updated)

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