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1. Melbourne Policy Presentation – Research Ethics

Staff in the Office for Research Ethics and Integrity are currently developing a number of policies and procedures relating to research ethics. The University Secretary’s Department will be hosting a Melbourne Policy Presentation about the work being undertaken to develop these documents, with details as follows:

Date/Time: Tue 15 Apr, 2-3pm
Venue: Dulcie Hollyock Room, Baillieu Library (ground floor)
Presenters: Paul Taylor
Director, Office for Research Ethics and Integrity
Daniel Barr
Research Integrity Coordinator, Office for Research Ethics and Integrity

All staff are welcome to attend this presentation.

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2. New Policy and Procedure Relating to Alcohol

A new Responsible Management and Use of Alcohol Policy and Management of Alcohol at Events Procedure have recently been approved and published in the Melbourne Policy Library. These documents apply broadly to staff and students across the University and it is important that everyone understands their responsibilities in this area. Enquiries should be directed to the implementation officer listed in each document.

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3. 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.

**Managing buildings and IT**
Please send any feedback on the following draft document to Wayne Tufek by 7 May 2014:
- DRAFT Disaster Recovery Procedure (new)

**Studying at the University**
Please send any feedback on the following draft documents to Emma Maslen by 18 Apr 2014:
- DRAFT Student Support and Engagement Policy (updated)
- DRAFT English Language Communication Skills Development Procedure (new - to replace Diagnostic English Language Assessment (DELA) Procedure)

Please send any feedback on the following draft documents to Gary Dwyer by 25 Apr 2014:
- DRAFT Examinations Procedure (updated)
  - DRAFT Examinations Procedure - Schedule A (updated)
- DRAFT Rescheduled Examinations Guidelines (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.
4. Recently Published Policies and Procedures

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

- Asset Management Policy (updated)
- Computer Operations Procedure (new)
- Course and Subject Delivery Policy (new)
- Data Centre Physical Security Procedure (new)
- Fees and Charges for International Fee Places Procedure (updated)
- Handbook Procedure (updated)
- Information Classification and Handling Procedure (new)
- Information Security Policy (new)
- Logging and Monitoring Procedure (new)
- Management of Alcohol at Events Procedure (new)
- Managing University Finances Policy (updated)
- Network Security Procedure (new)
- Over-Enrolment Procedure (updated)
- Payments and Reimbursements Procedure (updated)
- Procurement of Building Works Procedure (updated)
- Procurement of Goods and Services Procedure (updated)
- Procurement Policy, including Schedule A and Schedule B (updated)
- Responsible Management and Use of Alcohol Policy (new)
- Service Development Security Requirements Procedure (new)
- Student Mobility Procedure (new – replaces MPF1233)
- Supplier Payment and Goods Receipting Procedure (updated)
- User and System Access Procedure (new)

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