



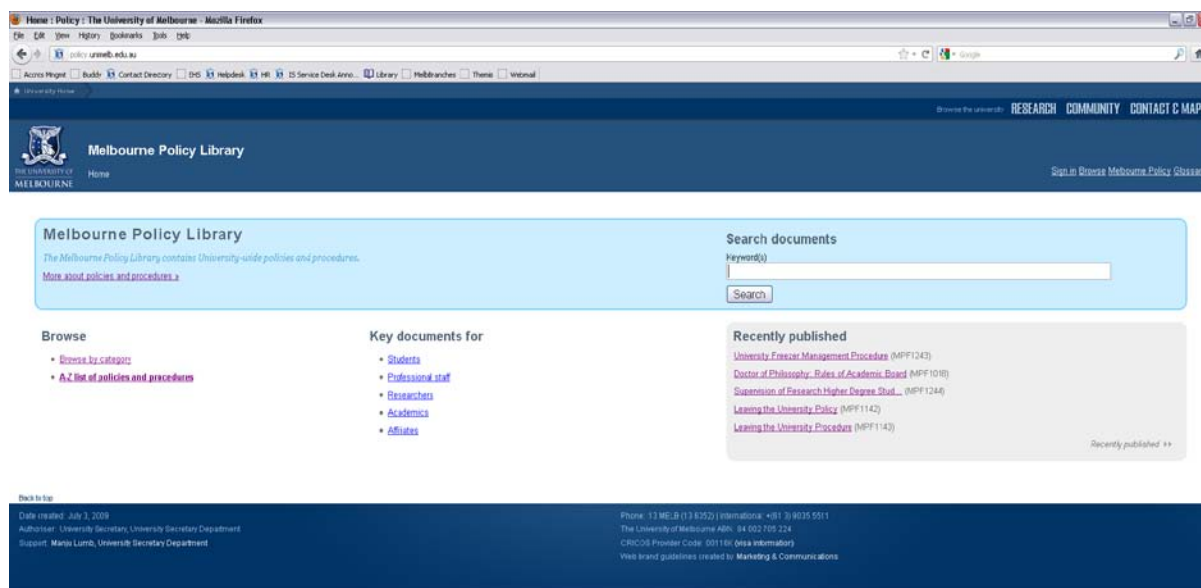
This guide has been developed to assist users of the [Melbourne Policy Library](http://www.policy.unimelb.edu.au/). The [Melbourne Policy Library](http://www.policy.unimelb.edu.au/) is a comprehensive repository of approved policies and procedures with University-wide application, managed by the [University Secretary's Department](http://www.policy.unimelb.edu.au/).

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1. Finding policies and procedures

There are five ways to [search for policies and procedures](http://www.policy.unimelb.edu.au/) in the Melbourne Policy Library:

1. **Search documents:** Use the search pane on the policy library homepage to search for policies and procedures by title, keyword or MPF code.
2. **A-Z listing:** Use the links provided on the policy library homepage to browse the A-Z listing of policies and procedures.
3. **Browse by category:** Search the categorisation scheme for policies and procedures. All policies and procedures fit under a category identifying the area it relates to e.g. Human Resources related policies and procedures can be found under the category *Working at the University*.
4. **Key documents for:** Use the links provided on the policy library homepage to view a list of policies and procedures that impact a particular cohort e.g. students, professional staff, academics.
5. **Recently published:** Access policies and procedures that have recently been published quickly and easily from the policy library homepage.





Finding policies published before November 2012 in the old library

The policies in the old library (UOM code) have been translated to the new Policy Library (MPF code). There are two documents that map the old policies to the new policies.

Please refer to: http://www.policy.unimelb.edu.au/assets/pdf/Map_Old_to_New_Documents_with_URLs.pdf
or
http://www.policy.unimelb.edu.au/assets/pdf/Summary_Map_Old_to_New_Documents.pdf

If you have difficulty finding a specific document please contact policy-help@unimelb.edu.au.

2. Policy, Procedure, Schedule and Guideline

The range of University of Melbourne [policy instruments](#) includes:

- Policy
- Procedure
- Schedule
- Guideline.

A **Policy** is a statement of principle that articulates, and aligns with, legislative, regulatory or organisational requirements. Observance of Policy is mandatory.

A **Procedure** is a statement that provides information or step-by-step instructions to implement a Policy. Observance of Procedure is mandatory.

A **Schedule** is an appendix to, and an integral part of, a Policy or a Procedure. Observance of a Schedule, being part of the relevant Policy or Procedure, is therefore also mandatory.

A **Guideline** is a statement that provides guidance to support the implementation of, and ongoing compliance with, a Policy or Procedure. The term 'guideline' does not refer to a guideline as described in the [University of Melbourne Act 2009](#), which may be subject to separate University legislation or Policy.

The Melbourne Policy Library contains policies, procedures and schedules. Guidelines are published by the area responsible for the subject matter.

For more information please refer to <http://www.policy.unimelb.edu.au/hierarchy/index.html>

3. Archived documents

As part of the triennial policy review cycle or any other review undertaken, some policies and procedures will be revised, revoked or replaced. The previous versions of the policy and/ or procedure will be archived and will no longer be available in the Library.

In case you need to review an archived version of a policy or procedure please submit your request to policy-help@unimelb.edu.au



4. Roles and responsibilities

There are different [roles and responsibilities](#) in the policy development and review cycle.

Responsible Officers

Responsible Officers are responsible for:

- overseeing the development of relevant policies and procedures and ensuring compliance with the definitions and intent of the Melbourne Policy Framework
- consulting the University Compliance Officer to ensure University compliance obligations are met where this is relevant to a policy or procedure
- developing an implementation plan for policies or procedures
- ensuring that the effectiveness of relevant policies and procedures is monitored
- reviewing policies, procedures and guidelines in accordance with appropriate timeframes.

Implementation Officer

Implementation Officers are responsible for implementation and promulgation of approved policies and procedures in the University community and assisting with interpretation and review of policies and procedures.

Each policy and procedure specifies the implementation officer. Any questions about interpretation and/ or content can be directed to them.

Policy Officer

The University Policy Officer within the University Secretary's Department is responsible for:

- maintaining the Melbourne Policy framework and the Melbourne Policy Library, including appropriate record keeping requirements
- monitoring compliance with the policy/procedure development and review process and the classification structure for policies and procedure
- publishing approved policies and procedures in the Melbourne Policy Library
- advising the relevant Responsible Officer when a policy/procedure is due for review according to the review date recorded on the policy/procedure.

Approval Authorities

Approval authorities are responsible for approving the final versions of policies and procedures for publication in the Melbourne Policy Library.

The table below provides a summary of the approving authority for policies and procedures by type.

Policy/Procedure Type	Examples of Policy/Procedure Subject	Approval Authority
Governance	financial delegations, privacy, freedom of information, conflict of interest, cultural collections, awards for exceptional performance & outstanding contribution, whistleblowers, naming policy, intellectual property	Council <i>Note: Procedures may be approved by the Responsible Officer.</i>



Teaching, Research and Research Training	selection and admission, course structure and delivery, research programs, research training	Academic Board OR Provost OR Deputy Vice-Chancellor (Research)
Studying at the University	academic performance, assessment, enrolment student support, student services, student mobility, fees and charges, student code of conduct	Academic Board OR Provost
Administrative	human resources, OHS, finance administration, information technology, records management, property and campus services, marketing and communications	Senior Vice-Principal OR Senior Executive (for matters of significant cross-portfolio impact)

Approval decisions will usually be made with advice from relevant advisory groups or committees. For example, the Administrative and Business Advisory Group (ABAG) will advise the Senior Vice-Principal in relation to administrative policies/procedures and the Academic Programs Committee (APC) will advise the Academic Board in relation to academic policies and procedures.

Note: For all policies and procedures, changes to titles, names, references or hyperlinks that do not otherwise affect document content may be approved by the Responsible Officer. Guidelines, checklists and forms that support policies and procedures may also be approved by the Responsible Officer.

University Compliance Officer

The University Compliance Officer has responsibility for ensuring that the overall Melbourne Policy framework including legislation, policies and procedures, operates effectively, meets all University compliance obligations and is internally consistent. The Compliance Officer may initiate action to ensure that gaps in meeting compliance obligations are addressed. Gaps may emerge from alterations in government policy or legislation or changed internal circumstances and work practices. The Compliance Officer may:

- request a review of a piece of legislation, a policy or procedure; and/or
- advise Responsible Officers on amendments which should be incorporated into University legislation, policies or procedures and subsequently approved through the approval processes described in the Policy on Policy.

For more information please refer to <http://www.policy.unimelb.edu.au/roles-responsibilities/index.html>

For any queries regarding the Melbourne Policy Library or policy development please email policy-help@unimelb.edu.au