# UoA_logo_hor_mono.pngSTAGE ONE PROPOSAL

# FOR DEVELOPMENT OF A NEW POLICY or

# REVISION (SIGNIFICANT AMENDMENTS) OF AN EXISTING POLICY

*Completed form to be submitted by the Policy Custodian to the Council Secretariat via* *policies@adelaide.edu.au****.***

*Please read the* [*Adelaide Policy Framework*](http://www.adelaide.edu.au/policies/604?dsn=policy.document;field=data;id=1341;m=view)*; for assistance, please contact the Council Secretariat.*

[ ]  New Policy OR [ ]  Policy Revision (Significant Amendments)

RMO file number Click here to enter text.

Title of policy: Click here to enter text.

Title of any policies that will be superseded: Click here to enter text.

**The policy applies to:**  [ ]  the whole University

 [ ]  Students *(Specify if a sub-set, i.e., undergraduates, higher degree by research)*

 [ ]  All staff[ ]  Academic Staff [ ]  Professional Staff

 [ ]  Other *(Specify)* Click here to enter text.

Title of Policy Custodian: Choose an item.

Date submitted: Click or tap here to enter text.

SECTION 1: PURPOSE

Briefly describe the subject area of the policy and the intent of the policy.

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| Click or tap here to enter text. |

SECTION 2: RATIONALE

Briefly outline the case *(e.g. indicate if it addresses a risk that the University needs to manage, is a response to legislative compliance requirements, or is the result of issues raised in the Feedback/Issues log)*

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| Click or tap here to enter text. |

SECTION 3: RESOURCES

**If possible, describe the resources which might or will be required for implementation of a new or revised policy and how they will be met.**

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| Click or tap here to enter text. |

SECTION 4: POLICY DEVELOPMENT

4.1 Membership of Policy Development Working Group *(refer to section 4.3.1 of the Adelaide Policy Framework)*

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| Click or tap here to enter text. |

4.2 Please detail benchmarking undertaken in the drafting of the new/revised policy *(refer to sections 4.3.1 and 4.4 of the Adelaide Policy Framework)*

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| Click or tap here to enter text. |

4.3 Provide information about the intended consultation process *(e.g. stakeholders who have been or will be consulted during the development phase and at the final draft stage, consideration by Committees, feedback to be sought from external stakeholders)*

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| Click or tap here to enter text. |

**Expected submission date of draft policy for consultation:** Click or tap here to enter text.

**Expected submission date of final draft for approval:** Click or tap here to enter text.

SECTION 5: APPROVALS

Policy Custodian ……………………………………… Date:………………………

Choose an item. *signature*

Executive Manager ……………………………………… Date:………………………

Choose an item. *signature*

Executive Manager ……………………………………… Date:………………………

Choose an item. *signature*

Executive Manager ……………………………………… Date:………………………

Choose an item. *signature*

**Policy to be submitted for endorsement to** [ ]   **VCE** [ ]  **Academic Board**

Stage One Proposal approved by

Vice-Chancellor & President

……………………………………… Date:………………………

 *signature*