# UoA_logo_hor_mono.pngCHECKLIST

# FOR SUBMISSION FOR APPROVAL OF

# NEW POLICY AND PROCEDURES or

# REVISIONS TO EXISTING POLICY AND PROCEDURES

Please submit this checklist along with:

* a covering paper
* a copy of the authorised Stage One Proposal
* the final draft policy and procedures
* a Communication and Implementation Plan

Please refer to the [Adelaide Policy Framework](https://www.adelaide.edu.au/policies/604/?dsn=policy.document;field=data;id=1341;m=view) for assistance in completing your submission or contact [policies@adelaide.edu.au](mailto:policies@adelaide.edu.au).

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| **Title of Policy:** |

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| **Stage One Proposal Approved by Vice-Chancellor:** | **Date:** |
| **Draft Policy completed and available for consultation on the web:** | **Date:** |
| List stakeholders who have been consulted during the development of the draft. |  |
| **Consultation period ended:** | **Date:** |
| List stakeholders who have been directly consulted about the final draft (e.g. specific Committees) |  |
| **Benchmarking:**  Detail the benchmarking undertaken during development of the policy (refer ss. 4.3.1 and 4.4 of the Adelaide Policy Framework) |  |
| **Legal and Risk check:** | **Date:** |
| **Policy submitted for approval:** | **Date:** |
| **Effective date of policy:** | **Date:** |
| **Policy review date:** | **Date:** |