Name of Procedure (TWEEK!DM)

1. Overview
2. Type overview here
3. Scope
4. Type scope here
5. Procedure
6. Enter information relating to the procedures, here.

This is an example of Sub Heading 1

1. Enter information here …..
2. And here

This is an example of Sub Heading 2

1. Enter information here …
2. And here

Authority and Compliance

1. The Procedure Administrator, pursuant to the University’s (name of Rule), makes these procedures.
2. University Representatives and Students (delete where applicable) must observe these Procedures in relation to University matters.
3. These Procedures operate as and from the Effective Date.
4. Previous Procedures relating to XXXXXXX (whatever the policy that informs these Procedures, is) are replaced and have no further operation from the Effective Date of this new Procedure.
5. Definitions
6. Type definitions here
7. Effective Date means - takes effect on the day on which it is published or on such later day as may be specified in the procedure.
8. University Representative means a University employee (casual, fixed term and permanent) contractor, agent, appointee, UNE Council member, adjunct, visiting academic and any other person engaged by the University to undertake some activity for or on behalf of the University. It includes corporations and other bodies falling into one or more of these categories
9. Student means an Admitted Student or an Enrolled Student, at the relevant time.
   1. Admitted student means a student who has been admitted to a UNE course of study and who is entitled to enrol in a unit of study or who has completed all of the units in the UNE course of study.
   2. Enrolled student means a student who is enrolled in a unit of study at UNE.
10. UNE Act means the University of New England Act 1993 No 68 (NSW).