

# Procedure Categories

Under the [Governance and Management Framework Policy](#), procedures are categorised based on the parent policy as:

Category	Purpose
Academic:	Related to the University's teaching, learning and research functions and their supporting strategies and activities
Operational:	Related to the University's corporate/administrative and non-academic functions and their strategies and activities

Categorised procedures are listed below, grouped by topic in the [Policy and Procedure Library](#).

## Academic Procedures

Research and Innovation
Animal Ethics in Teaching and Research Procedure
Authorship Procedure
Collaborative Research Platform and UQ-Hosted NCRIS Activity Procedure
Eligibility and Role of Higher Degree by Research Advisors Procedure
Higher Degree by Research Admission Procedure
Higher Degree by Research Candidate Charter Procedure
Higher Degree by Research Candidature Procedure
Higher Degree by Research Candidature Progression Procedure
Higher Degree by Research Examination (with Oral Examination) Procedure
Higher Degree by Research Examination (without Oral Examination) Procedure
Higher Doctorates Procedure
Human Research Ethics Procedure
Managing Complaints about the Conduct of Research - Higher Degree by Research Candidates Procedure
Research Data Management Procedure
Research Training Procedure
RTP-Funded Professional Doctorates Procedure
UQ and RTP Research Scholarships Procedure
Teaching, Learning and Students
Academic Administrative Appeals by Students Procedure
Academic Calendar Procedure
Academic Program Review Procedure
Academic Progression Procedure
Admission to Coursework Procedure
Annual Programs, Plans and Courses Quality Assurance Procedure
Assessment Procedure
Awards Procedure
Bachelor Honours Degree Procedure
Collaborative Academic Program Arrangements Procedure
Collaborative Service Teaching Procedure
English Language Proficiency Admission Procedure
Enrolment Procedure
Examinations Procedure
Program Approval Procedure
Program Design Procedure
Recognition of Prior Learning Procedure
Shorter Form Credentials Admission, Enrolment, Fees and Assessment Procedure

# Procedure Categories

Student Integrity and Misconduct Procedure
Supporting Students' Fitness to Study Procedure
Teaching and Learning Awards Procedure
Teaching and Learning Roles, Responsibilities and Governance Procedure
Work Integrated Learning and Work Experience Procedure

## Operational Procedures

<b>Advancement and Community Engagement</b>
Art Collection Development Procedure
Honorary Awards Procedure
Naming Procedure
Philanthropy and Fundraising Procedure
<b>Financial Management</b>
Assets Procedure
Borrowings Procedure
Budgeting and Forecasting Procedure
Contract Research and Grants Financial Management Procedure
Credit, Pre-billing and Collection Procedure
Foreign Exchange Risk Procedure
Hospitality Procedure
Incidental Student Fees and Charges Procedure
Journal Entries Procedure
Outgoing Payments Procedure
Payee Creation and Maintenance Procedure
Plant and Equipment Leasing Procedure
Probity and Integrity in Procurement Procedure
Procurement Procedure
Receipting and Banking Procedure
Reportable Gifts and Benefits Procedure
Reporting of Losses Procedure
Retention of Financial Records Procedure
Scholarships and Prizes Procedure
Student Refunds Procedure
Taxes Procedure
<b>Governance and Legal</b>
Brand Procedure
Breastfeeding on Campus Procedure
Children on Campus Procedure
Communications and Public Comment Using The University of Queensland's Name Procedure
Complaints Management Procedure
Conflict of Interest for Members of Staff Procedure
Consultancy Procedure
Disability Inclusion and Reasonable Adjustment for Staff Procedure
Disclosure of Interests Relating to Commercialisation Procedure
Dual Purpose Travel (DPT) Procedure
Financial and Contract Sub-delegations Procedure
Foreign Influence Disclosure Procedure

# Procedure Categories

Fraud and Corrupt Conduct Procedure
Insurance Coverage and Management of Claims Procedure
Prevention of Discrimination, Harassment and Bullying Behaviours Procedure
Privacy Management Procedure
Public Interest Disclosure Procedure
Review of Institutes and Supervisory Centres Procedure
Review of Schools Procedure
Screening and Blue Card Management Procedure
Secondary Employment and Internal Work Procedure
Sexual Misconduct Prevention and Response for Staff Procedure
Sexual Misconduct Prevention and Response for Students Procedure
<b>Health, Safety and Wellness</b>
Boating Safety Procedure
Carcinogen Use, Handling and Storage Procedure
Chemical Manifest Procedure
Chemical Spill and Response Procedure
Chemicals of Security Concern Procedure
Diving Safety Procedure
Emergency Response Plan for Radioactive Liquid Spills Procedure
First Aid Management Procedure
Flammable and Combustible Liquids: Storage and Handling Procedure
Hazardous Noise Risk Management Procedure
Health and Safety Consultative Mechanisms Procedure
Health and Safety Incident and Hazard Reporting Procedure
Health and Safety Management Reporting Procedure
Health and Safety Responsibilities Procedure
Health and Safety Risk Assessment Procedure
Health and Safety Risk Management Procedure
Health, Safety and Wellness Audit Procedure
Health, Safety and Wellness Governance Procedure
Hendra Virus Risk Management Procedure
Incident Investigation Procedure
Laser Safety Procedure
Low Risk Genetically Modified Dealings Procedure
Management and Disposal of Radioactive Waste Procedure
Manual Tasks Risk Management Procedure
Personal Protective Equipment Procedure
Personal Radiation Monitoring Procedure
Radiation Safety - Regulatory Compliance and Risk Management Procedure
Selection, Use and Maintenance of Respiratory Protective Equipment Procedure
Snorkelling Procedure
Substance Management Plan for Medicines and Poisons Procedure
Transport of Radioactive Materials Procedure
Vaccinations and Immunisation Procedure
Work Off-Campus and Fieldwork Procedure
Workers' Compensation and Rehabilitation Procedure
Working in a PC3 Facility Procedure

# Procedure Categories

Working Safely with Bats and Flying Foxes Procedure
Working with Biosecurity Goods Procedure
Working with Gene-Edited Material Procedure
Working with Hazardous Biological Material Procedure
<b>Human Resources</b>
Academic Annual Performance and Development Procedure
Academic Categories Procedure
Academic Titles for Health Professionals Procedure
Annual Leave Procedure
Appointment Relocation Assistance Procedure
Attendance, Hours of Work and Overtime (Professional Employee) Procedure
Background Checks and Conditions of Employment Procedure
Casual Academic Staff Procedure
Emeritus Professor Procedure
Evaluation and Classification of Professional Positions Procedure
Executive and Professional Staff Annual Performance and Development Procedure
Flexible Work Procedure
Honorary and Adjunct Title Holders Procedure
Identification Cards for University Staff and Associates Procedure
Industry Fellow Procedure
Long Service Leave Procedure
Medical Conditions Affecting Performance Procedure
Other Leave Procedure
Parental Leave Procedure
Personal/Carer's Leave Procedure
Probation and Confirmation of Continuing Appointment (Academic Staff) Procedure
Promotion of Academic Staff Procedure
Purchased Leave Procedure
Recognition of 25 Years' Service - Professional Staff Procedure
Recruitment, Selection and Appointment Procedure
Registering UQ Volunteers Procedure
Salary Loadings and Performance Payments Procedure
Special Studies Program Procedure
Staff Assistance Services Procedure
Staff Grievance Resolution Procedure
Staff Movement Procedure
Study Assistance Scheme for Professional Staff Procedure
Visiting Academic Procedure
Workload Allocation for Academic Staff Procedure
<b>Information Management and Technology</b>
Access to and Amendment of UQ Documents Procedure
Cyber Security Exceptions Procedure
Cyber Security Incident Response Procedure
Data Handling Procedure
Digital Presence Procedure
Email and Bulk Messaging Procedure
Information Security Classification Procedure

# Procedure Categories

Records Management Procedure
Software Acquisition and Use Procedure
<b>Property and Facilities</b>
Approval of Banners on University Sites Procedure
Asset Management Plan Procedure
Capital Planning and Approvals Framework Procedure
Confined Spaces Management Procedure
Contractor Safety Management Procedure
Electrical Safety Procedure
Event Approval and Control Procedure
Fire Safety Management and Evacuation Plan Procedure
Occupation of University Land by Lease or Licence Procedure
Parking on University Sites Procedure
Safe Procurement and Acquisition of Plant and Equipment Procedure
Safe Use Of Plant and Equipment Procedure
Working at Height Procedure
<b>Research and Innovation</b>
Clinical Trial Governance Procedure
Defence Industry Security Program Procedure
Export Controls and Sanctions Regimes Procedure
Intellectual Property Procedure
Managing Complaints about the Conduct of Research Procedure
Research and Consultancy Costing and Pricing Procedure
<b>Teaching, Learning and Students</b>
Academic Records Procedure
Access to Student Photograph Images Procedure
Award of University Medals Procedure
Dean's Commendations for Academic Excellence Procedure
eLearning Procedure
Electronic Documents Submitted by Students Procedure
English Language Support Procedure
ESOS Compliance Commitment Procedure
Financial Management of Sponsored Students Procedure
International Agreements Procedure
International Student Supervision Program Procedure
Management of Class Timetabling and Room Bookings Procedure
Reasonable Adjustments for Students Procedure
Recording of Teaching at UQ Procedure
Removal of Courses Due to Special Circumstances Procedure
Student Evaluation of Course and Teaching Procedure
Student Grievance Resolution Procedure
Student Identification Cards Procedure
Transfer of Provider - Overseas Students Procedure