

Memorandum

Department / unit name
Faculty / division name line 1
OPT faculty name line

Sender name
Send title

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The University of Adelaide
SA 5005
Australia
Telephon/ division name linetg6 Tf1 0 0 1 41:

I write in my role of Policy Custodian in relation to the [\[name of policy\]](#), which is due for review on [date].

In accordance with the Adelaide Policy Framework, I hereby advise that following review [\[name of policy\]](#) requires only minor edits (as marked up in the attached copy) but otherwise remains suitable for use and therefore request that the review date in the Policy Database be amended to [date maximum of 3 years].

Recommendation

In accordance with section 4.4 of the Adelaide Policy Framework, I recommend that you re-affirm the [\[name of policy\]](#), with minor amendments, for a further three-year period from [date] to [date].

Signed [Policy Custodian]

Approved:

PROFESSOR PETER HØJ AC
Vice-Chancellor and President

Date

Attachment: [name of policy] with marked up minor edits