

Making Memorial University's Policy Database and Website work for you

The policy website at Memorial University of Newfoundland contains a database of policy and procedure documents and has a number of browse and search features to help you get the most out of the site. Its navigation is designed to rely on the navigational features of the Internet browser you use to access the site. This means that if you wish to use features/commands such as Back, File, Find, Print, etc., then you should use your Browser version of these.

The data within the policy database, i.e., the policies and procedures, have been separated from each other, but cross referenced and hyperlinked appropriately. Some policies have many procedures associated with them, which are listed at the end of the policy statement and which can be viewed by clicking on the procedure title. Some policies have no procedures associated with them and some procedures are associated with more than one policy. At the end of each procedure statement, the list of its associated policies is shown.

Features of the policy website are:

Browse

From the Home page, the Browse feature is on the left menu. Policies may be browsed by policy category (click on "Category" tab), alphabetically (click on "A-Z listing" tab) or by date of Board of Regents approval (click on "By Date" tab). Policy titles appear in each of these lists. The associated Procedures for each policy can be viewed by clicking on the + button or can be collapsed by clicking on the – button (within Browse by Category and A-Z).

Search

From the Home page, the Search feature is on the left menu. Type the text of your search in the dialogue box and press Enter. The Search looks within the Policy title, the Policy Purpose, Policy Scope and all the text of all Procedures for the exact, stand-alone string that you have provided. For example, a search with "travel" returns matches with "travel" but not with "travelling". As well, a set of terms has been associated with each policy. These are words/terms that are not found as literal strings within the documents, but which may help locate a policy. The search uses both the index of terms as well as string matching. You may need to use a combination of Browse and Search to exhaust possibilities.

Favourites

If there are policies and procedures which you access more frequently than others, then why not create a Favourites list? When a policy or procedure is displayed, at the top of the text, "Add to Favourites" appears. Click on that. To view your Favourites, use the Favourites tab on the Browse feature. There, you'll see the policies and the procedures which you chose to include in your two Favourites lists. On this page, you may remove a policy or a procedure from your Favourites list.

Linking to a policy from outside the site

Each policy and procedure has been given a unique numerical identifier, which is used to create an individual url for every policy/procedure. While you are viewing a policy or procedure, the url is displayed in the Browser address. That url may be selected, copied and pasted in documents, emails, etc. and will permit direct access to the policy/procedure being referenced. If you have used the first release of this website, the current Link feature represents a change from the previous Link button that was displayed at the top of each policy statement, to a method that users consider to be more intuitive and consistent with general url referencing.

Save as Word document

When a policy is displayed, at the top of the text, "Save as Word document" appears which allows for the down(or up, depending on your perspective)loading of the text. The text is created as a table, with large typeface for the title and sections and extensive spacing between paragraphs. Some people find it easier to work with the document after the following adjustments within Word:

- Use the “Convert to Text” feature under the Data section of the Layout menu to remove the table formatting.
- Use the “Spacing” feature under the Page Layout menu to reduce spacing between sections.
- Reduce and/or change the typeface under the Font menu. “Select All” provides a quick way to accomplish that.

Previous Versions

The historical changes in policy and procedure documents are maintained within the database, dating back to at least 2007 and in some cases back much earlier. To avoid confusion between current versions and historical versions, the historical ones are not linkable from this site. However, documents can be made available upon request. At the end of any policy which has a previous version(s), the following (sample dates) will appear:

Previous Versions:

Please contact the [Policy Office](#) to view any of the following previous policy versions:

- 2010-03-25
- 2007-09-06

where the date(s) listed indicate(s) the Date of Approval by the Board of Regents, for each previous versions. The date “0000-00-00” is used in cases where the version had not received Board of Regents approval.

At the end of any policy which does not have a previous version, the following appears:

Previous Versions:

No previous versions