

Meeting Information Manger (MIM)

<https://mim.unimelb.edu.au/> is the web site for MIM

For Members

Meeting Information Manager

The meeting information manager manages the publishing of agendas for various university committees.

You are not signed in. Some committees require you to [sign in first](#).

Members of the University need to sign in with their university username and email password.

Non Members (who are not University staff) need to logon with their email address and password set up by them.

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The screenshot shows the 'Sign in' page of the Meeting Information Manager. It features a title 'Sign in' and a subtitle: 'University members sign in with username and password. Non university members sign in with email address and password.' Below this are two input fields: 'Username' and 'Password'. The 'Username' field has a note: 'Non university members enter your email address here.' A 'Sign in' button is located below the password field. A link for 'Having trouble signing in?' is at the bottom left. The version number '1.3.1' is at the bottom right. Annotations include a box labeled 'Username/email address' with an arrow pointing to the 'Username' field, and another box labeled 'Password' with an arrow pointing to the 'Password' field.

If you cannot remember your email password click on [Having trouble signing in?](#) The link will take you to the account page. You need to reset your email password. (For University staff)

Sign in help

Members of the university

If you are having problems signing in, or you are not sure of your username or password, you may reset it using the official university [account registration system](#). Your username and password is the same as the one that appears inside the account registration system under "Central email password"

Non members of the university

If you have forgotten your password, you can have an email sent to you which will allow you to [reset your password](#).

Non Members will need to put their email and reset the password. Once it is reset they need to open their email for confirmation of password.

Password reset request

Non members of the university may reset their password after verifying they are authorised to do so. Simply submit your email address and desired new password using the form below, and you will be sent an email with a link which will activate your password.

Email address

New password

Confirm new password

Your new password will not be activated until you open the confirmation email and follow the instructions.

Once you have logged on you will only see those committees that you are a member of. Academic Board is visible to all University of Melbourne staff.

Click on the committee either in the main body or + sign on the left hand menu, then click

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[Academic Board](#)

[Postgraduate Coursework Programs Committee](#)

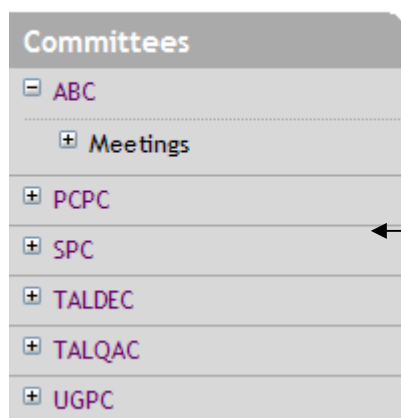
[Selection Procedures Committee](#)

[Teaching and Learning Development Committee](#)

[Teaching and Learning Quality Assurance Committee](#)

[Undergraduate Programs Committee](#)

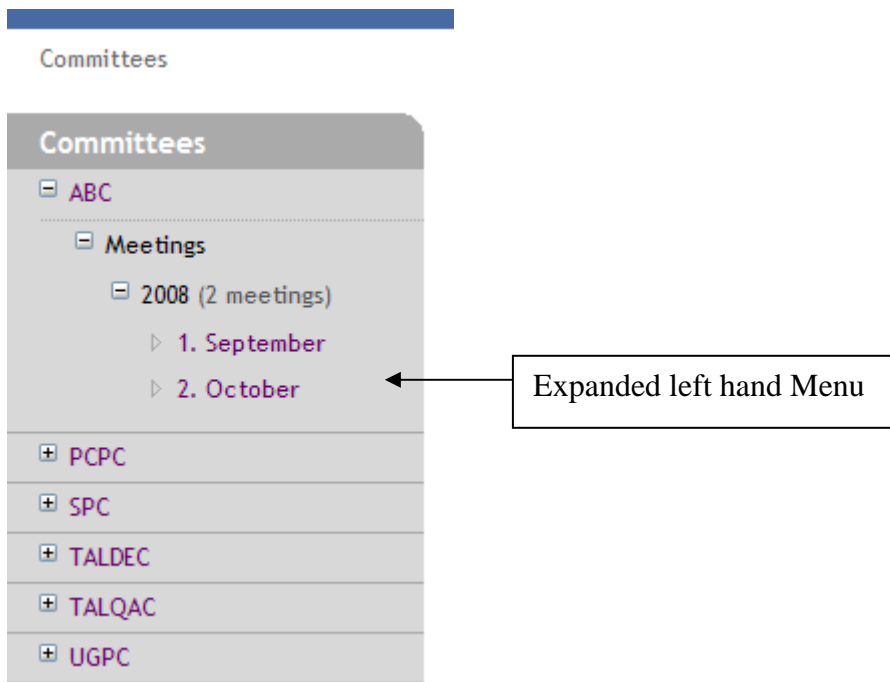
Committees



The screenshot shows a vertical list of committees in a grey sidebar. At the top is a header 'Committees'. Below it is a list of items, each with a small square icon containing a plus or minus sign. The first item is 'ABC' with a minus sign, indicating it is expanded. Under 'ABC' is a sub-item 'Meetings' with a plus sign. The other items are 'PCPC', 'SPC', 'TALDEC', 'TALQAC', and 'UGPC', all with plus signs, indicating they are collapsed.

Left hand Menu

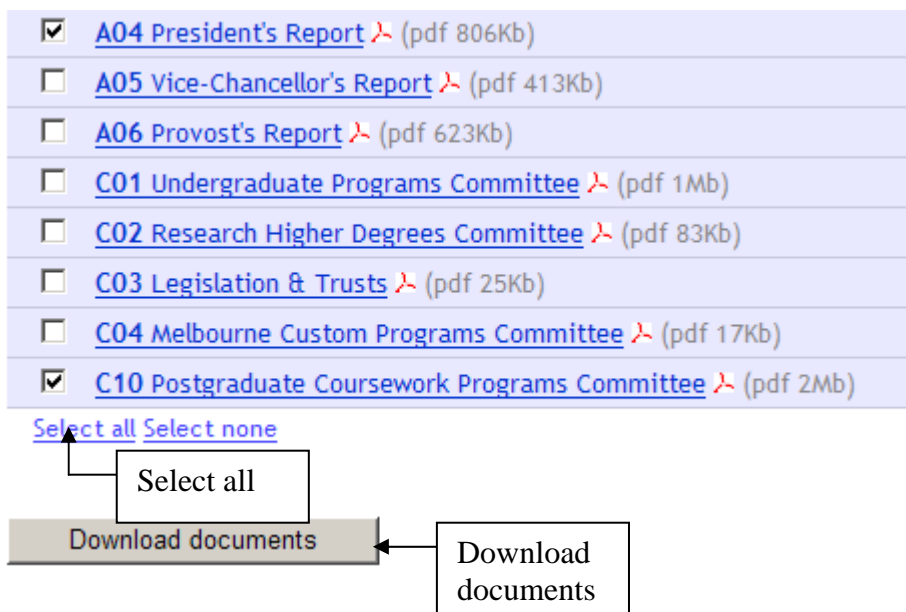
+ sign on meetings to open it and click on the month for which you want to see the papers.



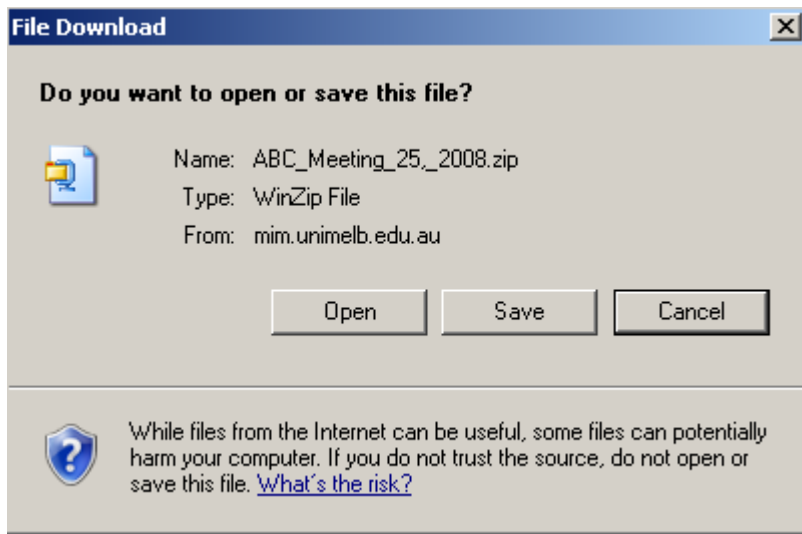
Clicking on ABC ->September will take you to the papers for that meeting.



When you click on Download documents, all the documents for that meeting will appear as in the screen shot below. Select the documents you want to download by clicking in the tick box. When you have selected all the documents you require scroll down and click on Download documents. Select all will enable you to select all the documents to download.



If you want to download all documents click on [Download all documents](#). The following screen will appear which enables you to save or open the zip file. The files can be saved to desktop to be used at your convenience.



The zip file contains all the documents for the meeting.

Clicking on one meeting paper will open the paper in Acrobat. You can open the paper, or save it.

C10 [Postgraduate Coursework Programs Committee \(pdf 2Mb\)](#) 

Report of Meeting 7/2008 held on 8 August 2008

Recommendations

1. Proposals for New Courses
2. Proposals for Discontinuation of Courses
3. Proposals for Suspension of Courses
4. Proposals for Amendment to Existing Courses
5. Proposals for New Student Awards
6. Policy Proposals

Reports

7. Matters Handled Executively

Other Matters Considered

