

Governance Services maintains the University Policies database—a searchable database of all of the University's policies. This update provides information about changes to the University Policies database during the period of June 2010 — September 2010.

The policies database is available at the web address <http://www.ecu.edu.au/GPPS/policies/>.

NEW UNIVERSITY POLICY

- Submission and Retention of Higher Degree by Research Theses

UPDATED UNIVERSITY POLICIES

APPROVED BY COUNCIL

- Treasury

APPROVED BY VICE-CHANCELLOR

- Purchase and Use of Mobile Telephones and other Subscriber Devices
- Course and Unit Review Policy
- Acceptance of Gifts by ECU Staff
- Infection Control
- Staff Feedback
- Smoking in the Workplace
- Senior Staff Performance Payment Systems Policy
- Electrical Safety Policy
- Room Bookings - Miscellaneous
- Parking and Traffic Management on Campus
- Cab charge
- Business Continuity Management Policy
- University Credit Card

APPROVED BY POLICY OWNER

- Asset Management - Recording, Tracking & Disposal
- Submission of Examination Papers

RESCINDED POLICIES

- University Student Priorities Policy and Process
- Guidelines for Keyboard Operators
- Guidelines for Occupational Overuse Syndrome - Furniture Design Criteria
- Use of Laptop Computers
- ITSC Application Acceptance Criteria Policy

NEW UNIVERSITY POLICIES

Submission and Retention of Higher Degrees by Research Theses [ac087]

The intent of this policy is to specify the formal requirements for submission and retention of a thesis.

[[POLICY JUMP TO](#)]

UNIVERSITY POLICY UPDATES

APPROVED BY COUNCIL

Treasury [ad060]

This policy sets out the framework for managing the University's working capital requirements, external loans and foreign currency risk.

[[POLICY JUMP TO](#)]

APPROVED BY VICE-CHANCELLOR

Purchase and the use of mobile telephones and other subscriber devices [hr130]

This policy sets out requirements around the procurement and use of Subscriber Devices, including Mobile Telephones, for purposes of conducting University business by members of the University community.

[[POLICY JUMP TO](#)]

Course and Unit Review Policy [ac079]

The purpose of this policy is to articulate the review processes that are to be undertaken in relation to courses and units at ECU. This policy will guide the process of review and continuous improvement of courses and units at ECU.

[[POLICY JUMP TO](#)]

Acceptance of Gifts by ECU Staff [rm007]

The policy outlines University staff responsibilities when offered gifts, and details ECU's requirement to record gifts accepted by staff on its behalf.

[\[POLICY JUMP TO \]](#)

Room Bookings – Miscellaneous [fs011]

To identify the different categories of room bookings available within the University and to define the policy requirements in respect of miscellaneous room bookings.

[\[POLICY JUMP TO \]](#)

Infection Control [hr106]

This policy aims to:

- Ensure the University meets its statutory obligations.
- Reduce the risk of exposure to biohazardous and infectious materials and body fluids and minimise the likelihood of transmission of infection.
- Support and protect students, staff and others who have an infectious disease from discrimination, harassment or vilification.

[\[POLICY JUMP TO \]](#)

Parking and Traffic Management on Campus [fs013]

To outline the University's objectives and policies relating to the management of parking and traffic on campus.

[\[POLICY JUMP TO \]](#)

Staff Feedback [hr148]

ECU's Staffing Functional Plan 2006 - 2009 calls for the University to use feedback from staff as a key indicator in relation to effectiveness of staffing strategy, University strategy and strategic priorities more generally. Staff feedback, along with student feedback, is an integral part of ECU's quality review and improvement processes.

[\[POLICY JUMP TO \]](#)

Cab Charge [ad048]

This policy establishes the framework within which Cab charge vouchers, e-tickets and/or cards will be obtained, secured, issued, and used.

[\[POLICY JUMP TO \]](#)

Senior Staff Performance Payments Systems [hr132]

This Policy outlines the University's process of recognising and rewarding outstanding individual performance from its Senior Staff cohort.

[\[POLICY JUMP TO \]](#)

Business Continuity Management Policy [rm005]

Edith Cowan University (ECU) shall conduct Business Continuity Planning to minimise any disruption to the continuity of its operations. ECU shall take the necessary steps to ensure the restoration of operational activities as soon as possible following an emergency or critical incident.

[\[POLICY JUMP TO \]](#)

Smoking in the Workplace [hr083]

To provide clear guidelines on the legislative responsibilities of the employer, employees, students, contractors and visitors and the University's expectations to prevent persons from being exposed to tobacco smoke in the workplace.

[\[POLICY JUMP TO \]](#)

University Credit Card [ad041]

This document states the University's policy in relation to the use of the University Credit Card and outlines the internal control mechanism and rules of use.

[\[POLICY JUMP TO \]](#)

Electrical Safety Policy [fs029]

The Electrical Safety policy and supporting procedures has been established to foster the safe and reliable supply and use of electricity throughout the University.

[\[POLICY JUMP TO \]](#)

APPROVED BY POLICY OWNERS

Asset management – Recording, tracking and disposal [ad053]

[\[POLICY JUMP TO \]](#)

Submission of Examination Papers [ac077]

[\[POLICY JUMP TO \]](#)

FURTHER INFORMATION

POLICIES AND THEIR DEVELOPMENT

Policy Framework Policy

[ad063]

This policy was approved by Council on 26 June 2008.

This policy provides a framework for the development and maintenance of University policies and is intended to increase consistency and transparency in decision-making across the University.

[[POLICY JUMP TO](#)]

Policy Template

All new and reviewed policies should be in the format of this approved Policy Template.

[[POLICY TEMPLATE JUMP TO](#)]

Policy Guidelines

These guidelines will provide you with additional information about how to develop a policy

[[POLICY GUIDELINES JUMP TO](#)]

Policy Contacts

For useful contact information about policies at ECU.

[[POLICY CONTACTS JUMP TO](#)]