

The Office of 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 August 2011 — October 2011.

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

## UNIVERSITY RULES

### Admission, Enrolment & Academic Progress Rules

The University Council approved Rule Amendment No. 3 of 2011 on the 27 October 2011.

### Foundation Rules

The University Council approved Rule Amendment No. 4 of 2011 on the 27 October 2011.

The University Rules can be viewed here

[http://www.ecu.edu.au/GPPS/governance\\_services/uni\\_rules.html](http://www.ecu.edu.au/GPPS/governance_services/uni_rules.html)

## NEW UNIVERSITY POLICY

- Pregnancy and Breastfeeding at Work
- Intellectual Property Policy

## UPDATED UNIVERSITY POLICIES

### APPROVED BY COUNCIL

- Vice-Chancellor – Performance Management

### APPROVED BY VICE-CHANCELLOR

- Benchmarking Policy
- Vision Screening for Users of Screen Based Equipment (SBE) also known as Visual Display Units (VDU)
- Authorship, Publication of Research and Peer Review
- ECU Qualifications Framework
- University Medal and Faculty Medals Policy and Guidelines
- University Research Medal and Faculty Research Medals Policy and Guidelines
- Course and Unit Review Policy

### APPROVED BY POLICY OWNER

- Official Edith Cowan University Portraits Policy
- English Standards
- Staff Reimbursement Policy
- Student Reimbursement Policy
- Purchasing
- Course and Unit Approval Policy
- Boards of Examiners Policy
- Teaching Informed by Research Policy

## RESCINDED POLICIES

- Additional Income – Accounts Policy
- Pregnancy and Work
- Breastfeeding
- Intellectual Property – Development Policy

## NEW UNIVERSITY POLICIES

### **Pregnancy and Breastfeeding at Work** [hr174 / PL233]

This policy describes the mutual responsibilities of the University and employees in taking all reasonable steps to accommodate women who are pregnant or breastfeeding.

[ [POLICY JUMP TO](#) ]

### **Intellectual Property Policy** [co002 / PL234]

This Policy aims to:

(a) provide guidance for staff and students on the practices of the University with respect to intellectual property; and

(b) protect the interests of staff members, students and the University arising from the creation, protection and commercialisation of intellectual property.

[ [POLICY JUMP TO](#) ]

## UNIVERSITY POLICY UPDATES

### APPROVED BY COUNCIL

#### **Vice-Chancellor – Performance Management** [hr151 / PL184]

To provide a framework for the annual assessment of the Vice-Chancellor's performance.

[ [POLICY JUMP TO](#) ]

### APPROVED BY VICE-CHANCELLOR

#### **Benchmarking Policy** [ad075 / PL223]

This policy outlines ECU's approach to benchmarking and provides a framework for benchmarking activities.

[ [POLICY JUMP TO](#) ]

#### **Vision Screening for Users of Screen Based Equipment (SBE) also known as Visual Display Units (VDU)** [hr090 / PL142]

Specifically this Policy aims:

- i. To reduce as far as is reasonably practicable the risk of exposure to hazards at the workplace.
- ii. To provide guidelines (Appendix No 1) to all University employees who wish to volunteer to undertake vision screening and make an application for a subsidy.
- iii. To place a responsibility on supervisors and employees to ensure compliance with the Policy requirements and to report the onset of difficulties, pain or discomfort as soon as possible to their immediate supervisor and the Work Health and Safety Office.

[ [POLICY JUMP TO](#) ]

#### **Authorship, Publication of Research, and Peer Review** [ac073 / PL046]

Researchers have a responsibility to their colleagues and the wider community to disseminate a full account of their research and to acknowledge those who have contributed to it. The University promotes an environment of collegiality, honesty, integrity, accuracy and responsibility in the authoring, reviewing and publication of research findings.

[ [POLICY JUMP TO](#) ]

#### **ECU Qualifications Framework** [ac057 / PL030]

This policy will facilitate compliance with the Australian Qualifications Framework (AQF) in course titles, levels, volume of learning, knowledge, skills, credit points structures and research component where applicable, for all qualifications offered by ECU.

[ [POLICY JUMP TO](#) ]

#### **University Medal and Faculty Medals Policy and Guidelines** [ac071 / PL044]

This policy defines the processes for the administration and awarding of the University Medal and the Faculty Medals.

[ [POLICY JUMP TO](#) ]

#### **University Research Medal and Faculty Research Medals Policy and Guidelines** [ac072 / PL045]

This policy defines the processes for the administration and awarding of the University Research Medal and the Faculty Research Medals.

[ [POLICY JUMP TO](#) ]

#### **Course and Unit Review Policy** [ac079 / PL052]

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](#) ]

### APPROVED BY POLICY OWNERS

#### **Official Edith Cowan University Portraits Policy** [ad064 / PL087] [ [POLICY JUMP TO](#) ]

#### **Staff Reimbursement Policy** [ad065 / PL088] [ [POLICY JUMP TO](#) ]

#### **Student Reimbursement Policy** [ad066 / PL089] [ [POLICY JUMP TO](#) ]

#### **Purchasing** [ad023 / PL058] [ [POLICY JUMP TO](#) ]

#### **Course and Unit Approval Policy** [ac086 / PL127] [ [POLICY JUMP TO](#) ]

#### **Boards of Examiners Policy** [ac054 / PL027] [ [POLICY JUMP TO](#) ]

#### **Teaching Informed by Research Policy** [ac082 / PL215] [ [POLICY JUMP TO](#) ]

## FURTHER INFORMATION

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### POLICIES AND THEIR DEVELOPMENT

#### **Policy Framework Policy** [ad063 / PL086]

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](#) ]

## POLICY DATABASE

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### INFORMATION ABOUT THE NEW ECU POLICY AND LEGISLATION DIRECTORY

The new ECU Policies and Legislation Directory is now open for access to all staff to peruse and test it. Please note it is still in development, but is currently located at:

<http://trim-gateway/policies%20and%20procedures/default.aspx>

This system will replace the existing policy database, and represents improved searching ability (all policy documents are stored internally within the TERMS database) & makes available policy documents in the standard formats of PDF & txt in addition to the University Statutes, Rules and By-Laws,

Searching of the database can be performed using any of the following methods:

1. Search functionality across all policies, rules statutes & by-laws includes:
  - 'Title'
  - 'Title & Abstract' (*the 'Abstract' refers to the 'Intent' section of a policy*)
  - 'Owner'
  - 'Document Code' (*please note that there will be a new numbering system for policies, so as to include references to Statutes, Rules and By-Laws. You will be unable to search via old document codes*)
2. the 'Browse For' window allows for searching across four main categories:
  - Research
  - Studying
  - Working
  - Statutes, University Rules & By Laws
3. An additional feature, searching via the displayed list of Thesaurus keywords, allows users to select from the alphabetical list of keywords, and then click on the appropriate term to display all records linked to that term.

Please take the time to look at the new Policy and Legislation Directory and if you have any queries feel free to contact either Aisling Vennitti ([a.ging@ecu.edu.au](mailto:a.ging@ecu.edu.au) or ext 2443) or Barry Green ([b.green@ecu.edu.au](mailto:b.green@ecu.edu.au) or ext 2060).